My HR Online

User Guide

DOCUMENT CHANGE CONTROL

This is a 'controlled' Document. The document history is:

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What is My HR Online?

My HR Online is a web based application that can be accessed any time of day, on or off campus. My HR Online is available to all University employees including full or part time, fixed term, casual and adjuncts and is used to manage information and tasks related to your employment.

It allows employees to:

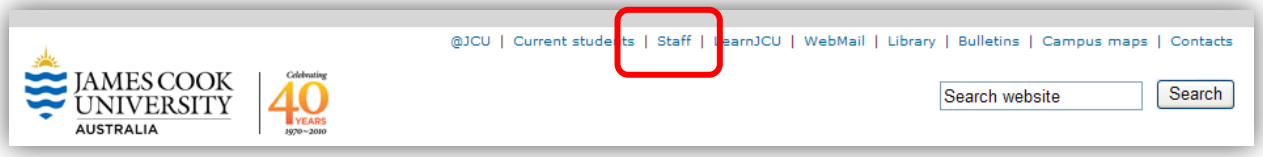
- have more control over their personal information
- provides managers with more access to information on their workforce

My HR Online currently enables staff to perform such functions as:

- View and edit personal details
- View and edit emergency contact details
- View employment information relating to your position(s) at the University
- View and Change Work Arrangements (for part time members of staff)
- View and print payslips, payroll deductions and payment summaries
- View and edit bank account details
- Request Leave
- Reverse Leave
- Predict future leave balances
- Submit and view Timesheets for both Casual staff members and Casual Teaching staff
- Submit overtime claims for both Part Time and Full Time staff.

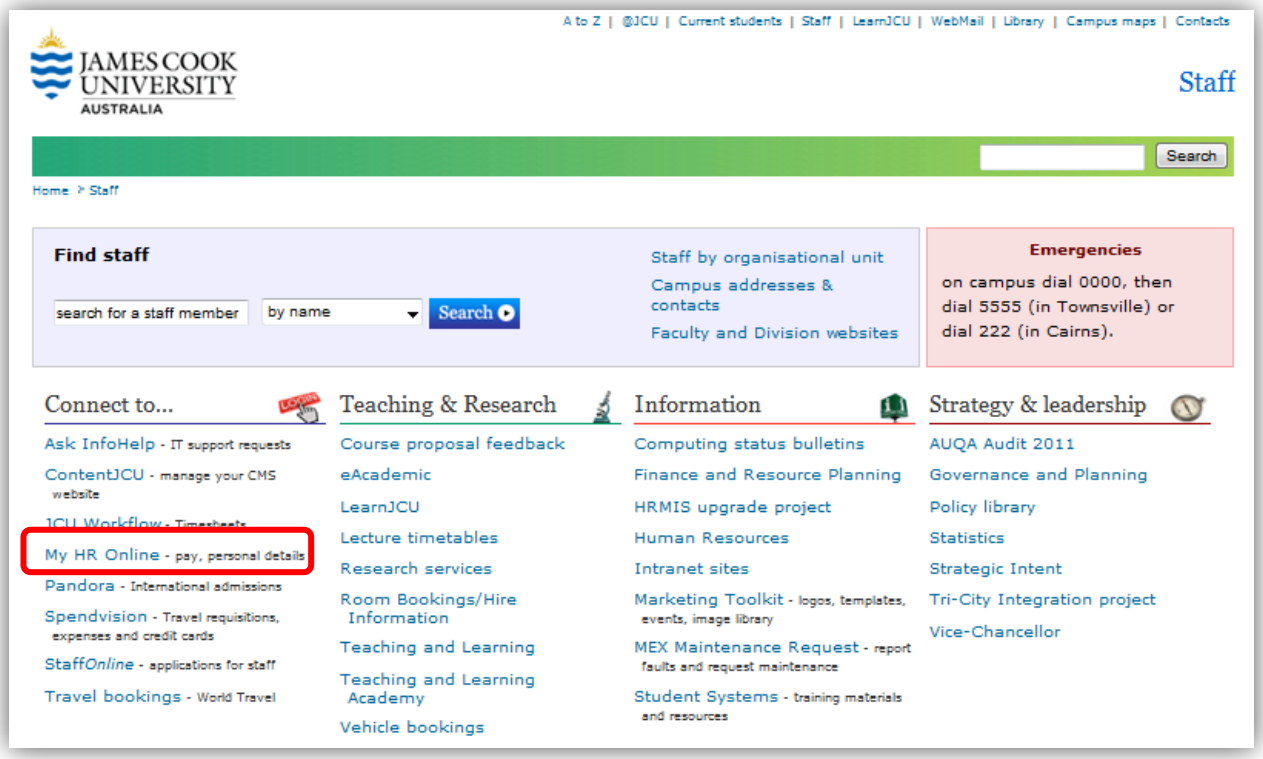
Accessing My HR Online

Step 1 Open your Internet Explorer Browser to the JCU Homepage and click on **Staff**


@JCU | Current students | Staff | LearnJCU | WebMail | Library | Bulletins | Campus maps | Contacts
JAMES COOK UNIVERSITY AUSTRALIA
Search website
Search

Step 2 From the left hand menu under **Connect To**, click on the **My HR Online** heading

Step 3 Type in your JCU User Name & Password to authenticate



My HR Online Layout and Navigation

Menu Explanations

Global Menu

Home	Return to the first page where you can see any outstanding requests
Print	Print the content area (no menus or views will be printed)
My Requests	View your requests awaiting approval. Only transactions that are currently pending may be viewed via this screen
Logout	Logout of My HR Online

Tab Bar

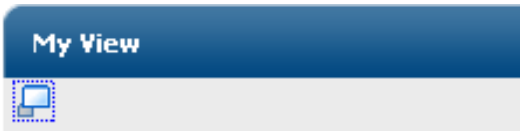
My HR	Update personal information, apply for leave, view appointment details and view the organisational chart
My Pay	View and update your payroll details

Managers will have access to additional tabs:

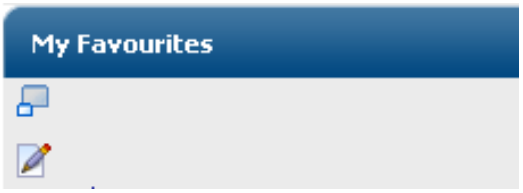
My Team	Check and manage your team
My Approvals	Approve requests; check request history and delegate approvals to another team member

My Panel

My Details
Displays the employee number, name, active job number and position title of the logged in user. For Managers it will also display the details of the employee 'in view'



My View
Displays your active and inactive job records. By default your active jobs will appear. For Managers, the view can be expanded to display team members. The information that is viewed through My HR Online relates to a particular job. If you have more than one job in the organisation you will need to select the job number relevant to the information you wish to display or request you wish to make. Once the job is selected, this will remain 'Active' until another job is selected or you leave My HR Online. By default, only active jobs are listed under the 'My View' section of the user panel. However in-active jobs may still be accessed to view past records. If a user has no current jobs, the My View list will only show their Employee row (i.e., no Job/Role rows)



My Favourites
Allows you to create a list of frequently used tasks, which you can modify to suit your needs

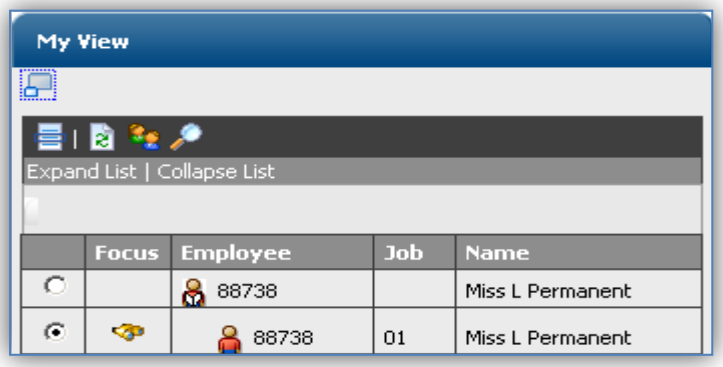
Hiding My Panel

Each of these panel items may be hidden individually by clicking on the minimise/maximise icon which is under the panel item heading. Similarly, the entire My Panel may be minimised or maximised by clicking on the icon 'Hide My Panel'.

Click on the icon to hide My Panel and allow the welcome page / current WSS screen to occupy the whole screen. It will also change the Hide icon to the Show icon.

Note: ***There is no 'back' navigation provision specifically provided in this application. Although use of the browsers 'back' button may in some cases return the user to a previous page, due to the content, such navigation is not recommended. The provided application menu and navigation controls should be used to navigate back to other functions as needed.***

Change the active job



Step 1 Click on the maximise/minimise icon under the 'My View' section of the right panel. This will display all current jobs for the logged in user

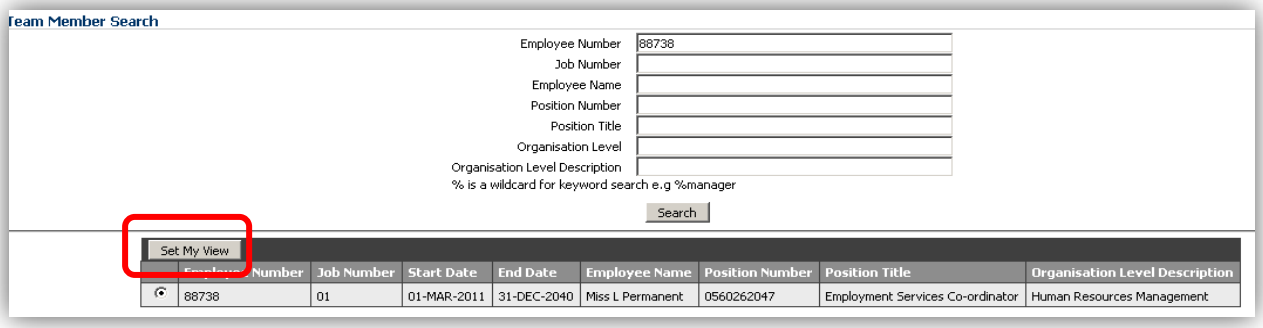
Step 2 Click on the radio button for the job that you wish to select and then Set the View by clicking on the 'Set My View' icon. The active job will now be displayed at the top of the panel under 'My Details'

View inactive jobs

Step 1 Click on the maximise/minimise icon under the 'My View' section of the right panel. This will display all current jobs for the logged in user

Step 2 Click on the Search icon to call the following query page

Step 3 Enter the employee number in the query field and click on the Search button to execute the query. All jobs will be returned.

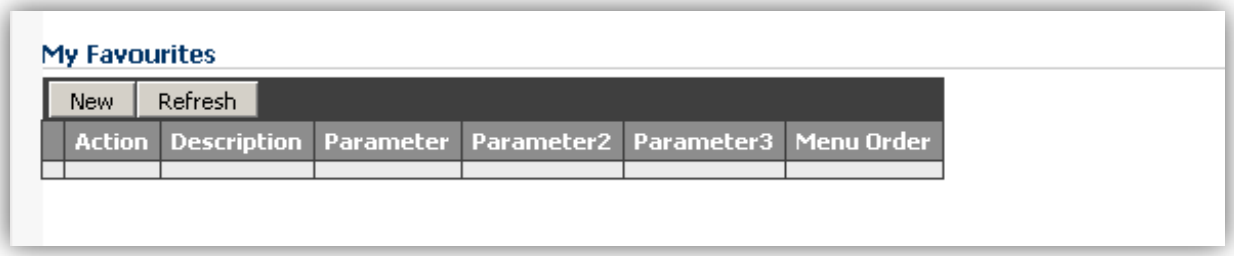


Step 4 Click on a column heading to re-sort the data in descending order. Click again to re-sort to ascending order. The % wildcard may assist searching.

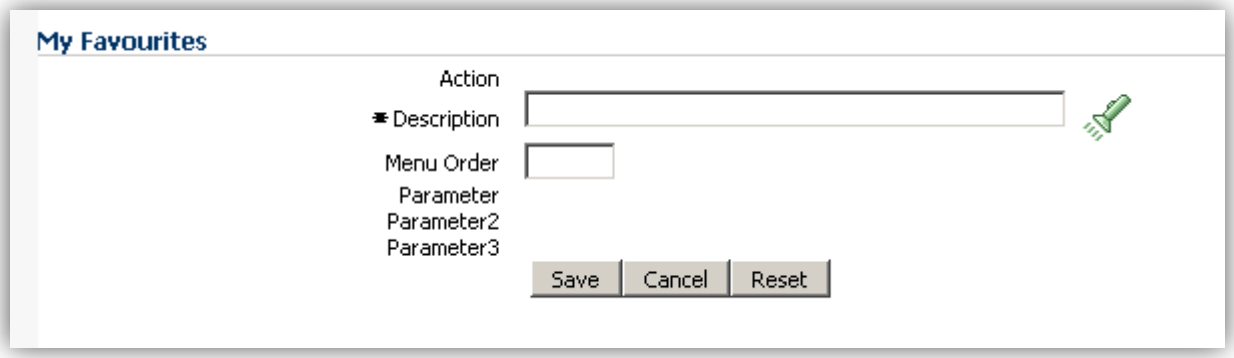
Step 5 To set the view for an inactive job, select the radio button for the job and click on the Set My View button on the top of the search results. You will be returned to the main My HR Online session and the view has been set to the inactive job as can be seen from the 'My Details' section of the panel.

Add a new program to the Favourites Menu

Step 1 Click on the icon to maintain your favourites menu. This will open the following page:



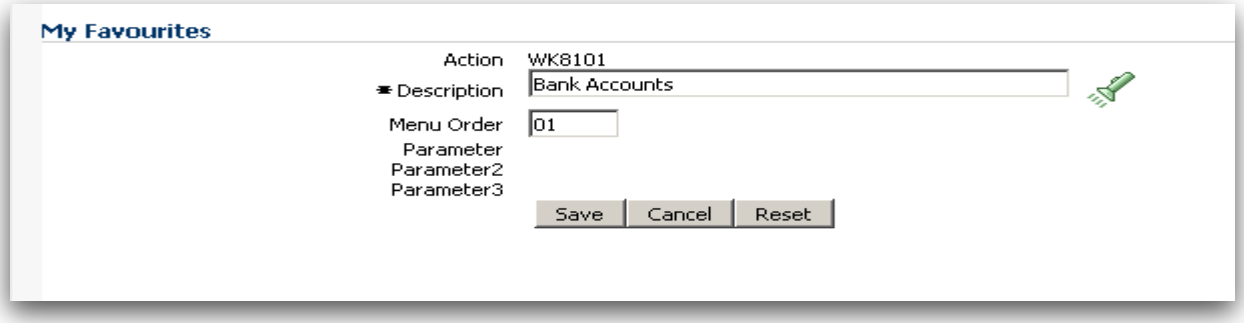
Step 2 Click on the 'New' button which will open the following page:



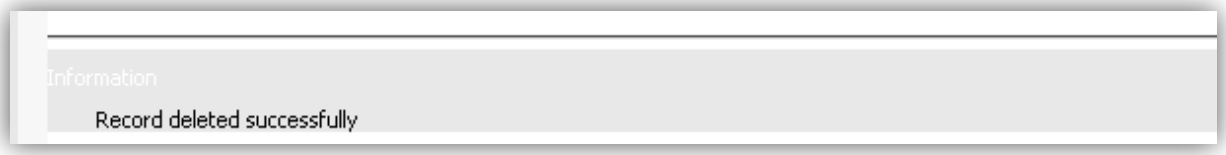
Step 3 Click on the query icon to open up the query form to search for a program. Enter a query for the desired program and click on the Search button.

Step 4 Click on the radio button beside the desired program and click on the Select button.

Step 5 Add a menu order (if required) for the item and click save. Please note that the menu order is a basic alphanumeric value, e.g. 01, 02, 11, 12, 22, etc or A, B, C etc.



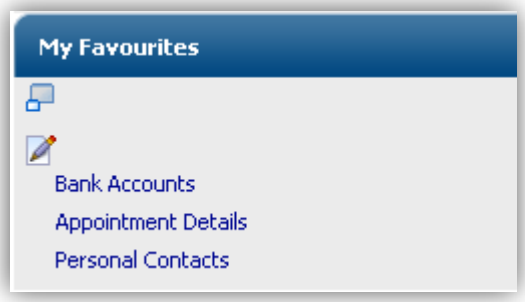
Step 6 Click on the save button and the following success message will be displayed at the top of the form:



Step 7 After the favourite is saved successfully, select save again to populate the Favourites Panel.

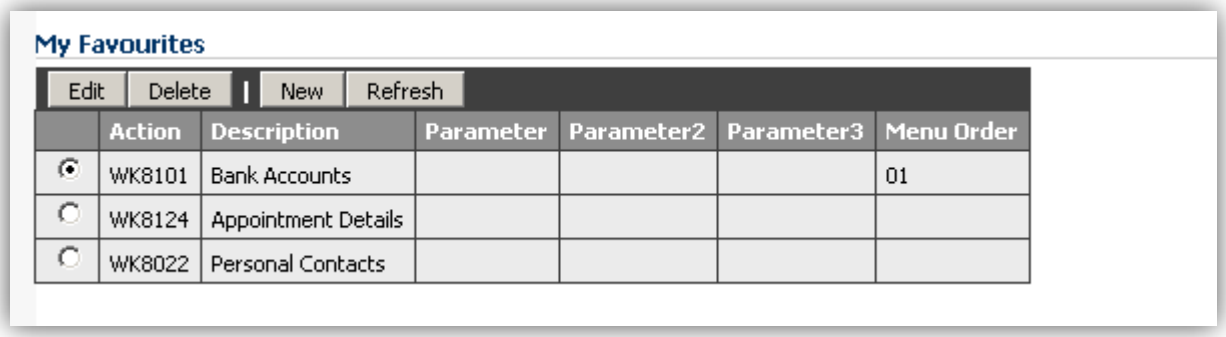
Step 8 Click on the cancel button to return to the main favourites screen. To add another program to the favourites menu, select the New button again

My Favourites menu items are displayed at the bottom of the user Panel as follows.



Delete an item from the Favourites Menu

Step 1 Click on the icon to maintain your favourites menu. This will open the following page:



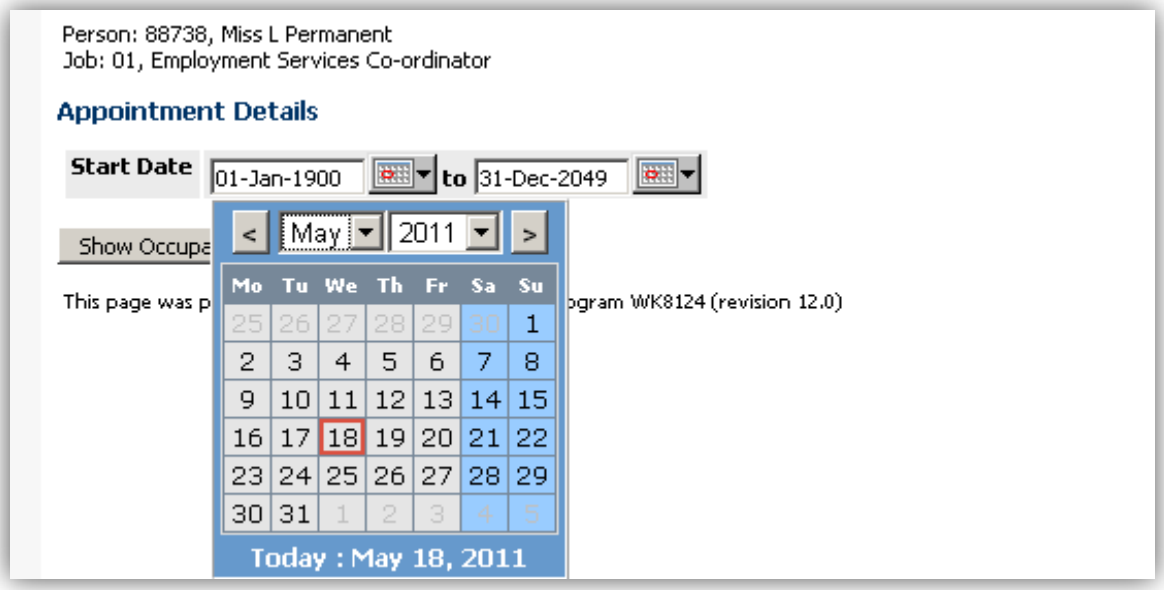
Step 2 Select the program by clicking on the radio button beside it and then click on the Delete button.

Step 3 Use the refresh button to update the Favourites Panel. To edit an existing Favourites item, click on the Edit button and update the details as required.

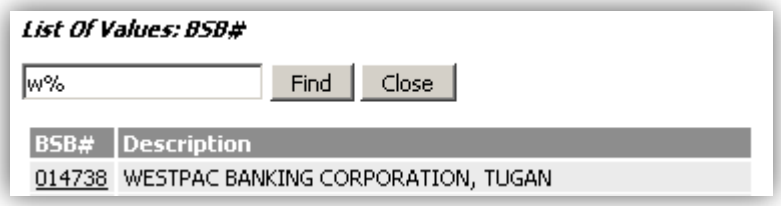
List of Values

A feature in many of the Web screens is the ability to view a 'List of Values' (LOV) for the particular field that you wish to fill. These fields are determined by the arrow at the right edge.

By clicking on this arrow you can 'pull down' a List of Values (LOV) that is to be used in the field. To select, click on the required item.

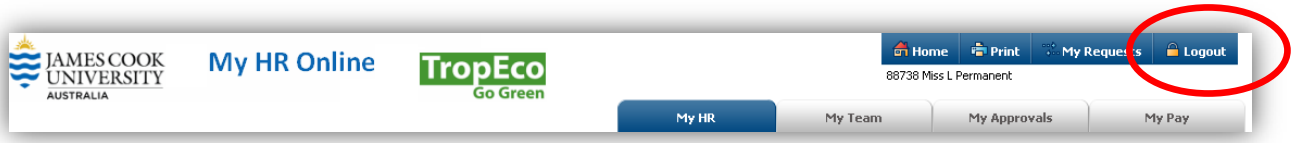


Alternatively, if the list contains an excessive number of results you may utilise the Find functionality. For example, if you knew that the BSB you were looking for began with 'W' you could do a search on W%. After selecting FIND all BSB numbers would be found beginning with W.



Exiting My HR Online

To exit the Web Self Service always use the LOG OUT option which is located at the top right hand side of the navigation screen and then click the CLOSE icon , or select File/close on the pull down menu.



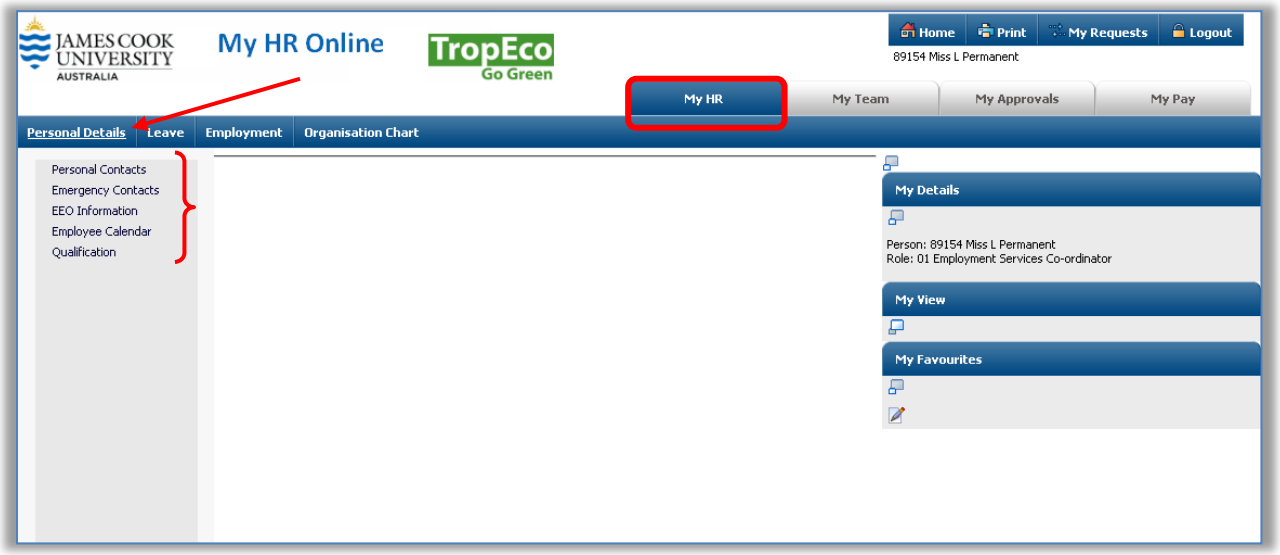
My HR Tab

Individual information within My HR Online is broken up into two main sections displayed as tabs; My HR and My Pay.

Personal Details

This section provides individual employees access to check and maintain their personal information, view and apply for leave, check employment contracts as well as view an organisational chart.

Information on how to navigate and find information in My HR tab is detailed here.



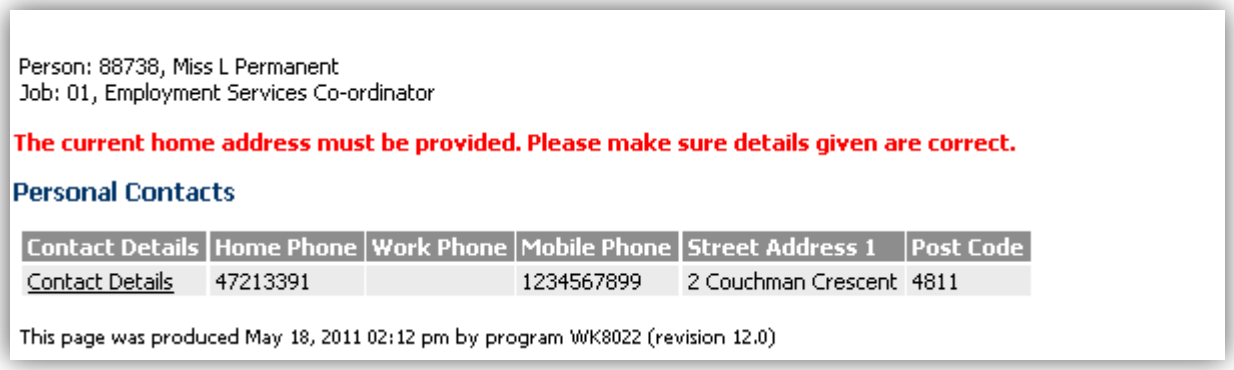
View and Maintain Personal Contacts

Step 1 Log on to My HR Online

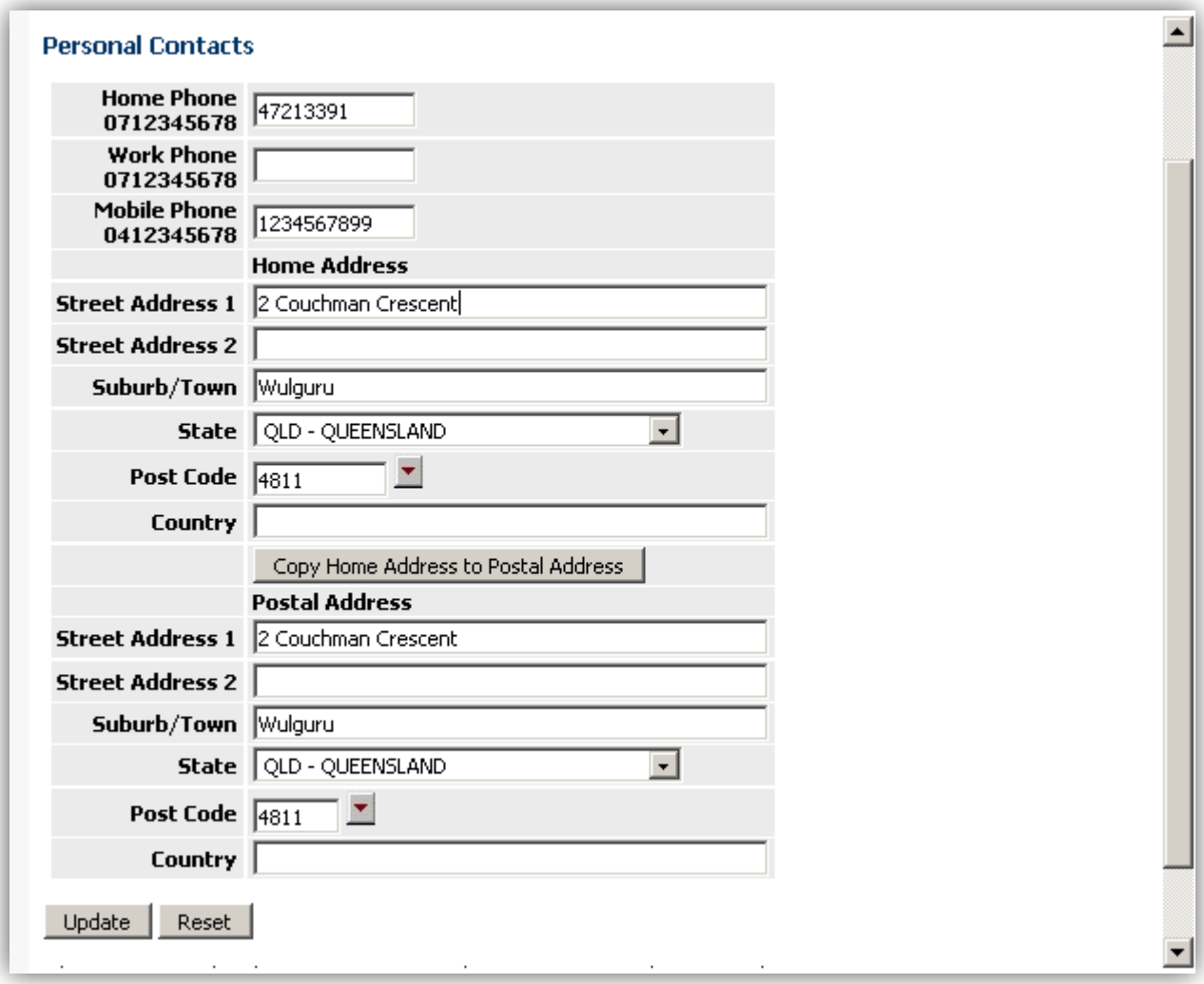
Step 2 Select My HR Tab

Step 3 Select Personal Details

Step 4 Select Personal Contacts, the following screen will be displayed


Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator
The current home address must be provided. Please make sure details given are correct.
Personal Contacts
Contact Details | Home Phone | Work Phone | Mobile Phone | Street Address 1 | Post Code
Contact Details | 47213391 | | 1234567899 | 2 Couchman Crescent | 4811
This page was produced May 18, 2011 02:12 pm by program WK8022 (revision 12.0)

Step 5 To update the current details, select field Contact Details and the following screen will appear:



Step 6 Change required fields

Step 7 Use the Clear button to reset from to original details

Please note: A current Home Address must be supplied

Step 8 Select Update once details are correct

Step 9 Logout of My HR Online

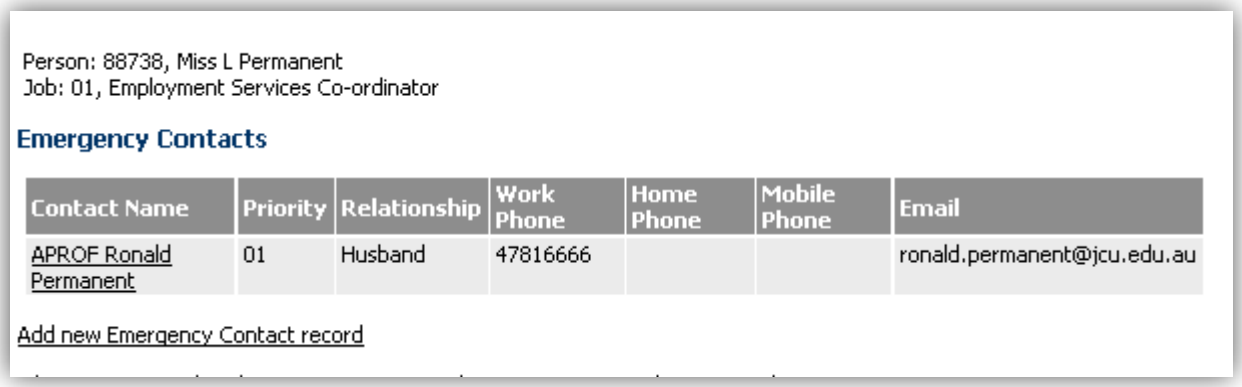
View and Maintain Emergency Contacts

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

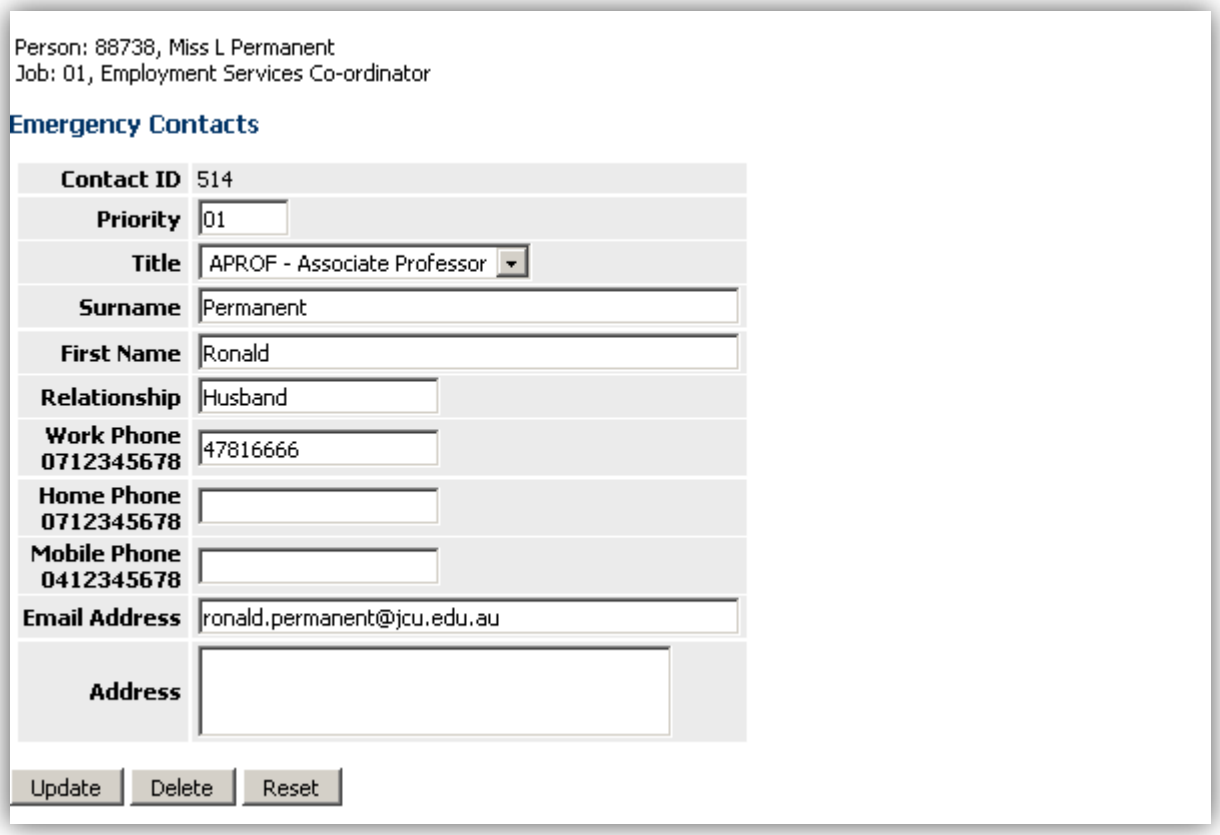
Step 3 Select Personal Details

Step 4 Select Emergency Contacts, the following screen will be displayed



Step 5 View current information

Step 6 To update current details select field Contact Name

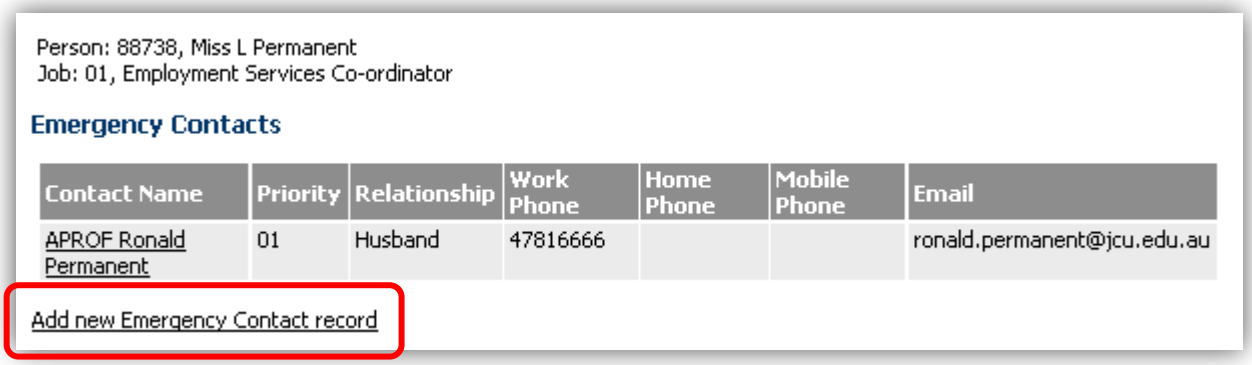


Step 7 Change required fields or Delete to enter new details. Use the Reset button to reset to the original details

Step 8 If Delete is selected enter new details

Step 9 Select Update once details are correct

Step 10 To add a new/additional Emergency Contact select "Add new Emergency Contact record"



Step 11 Logout of My HR Online

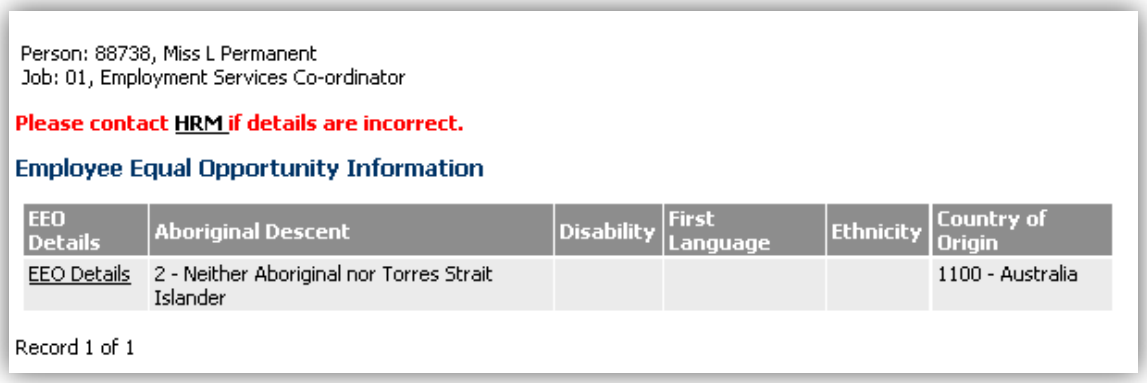
View EEO Information

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Personal Details

Step 4 Select EEO Information and the following screen will be displayed



Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator

Please contact HRM if details are incorrect.

Employee Equal Opportunity Information

EEO Details	Aboriginal Descent	Disability	First Language	Ethnicity	Country of Origin
EEO Details	2 - Neither Aboriginal nor Torres Strait Islander				1100 - Australia

Record 1 of 1

Step 5 View current information

Step 6 Logout of My HR Online

Note: to update EEO information, please contact Human Resources Management

View Employee Calendar

Step 1 Log on to My HR Online

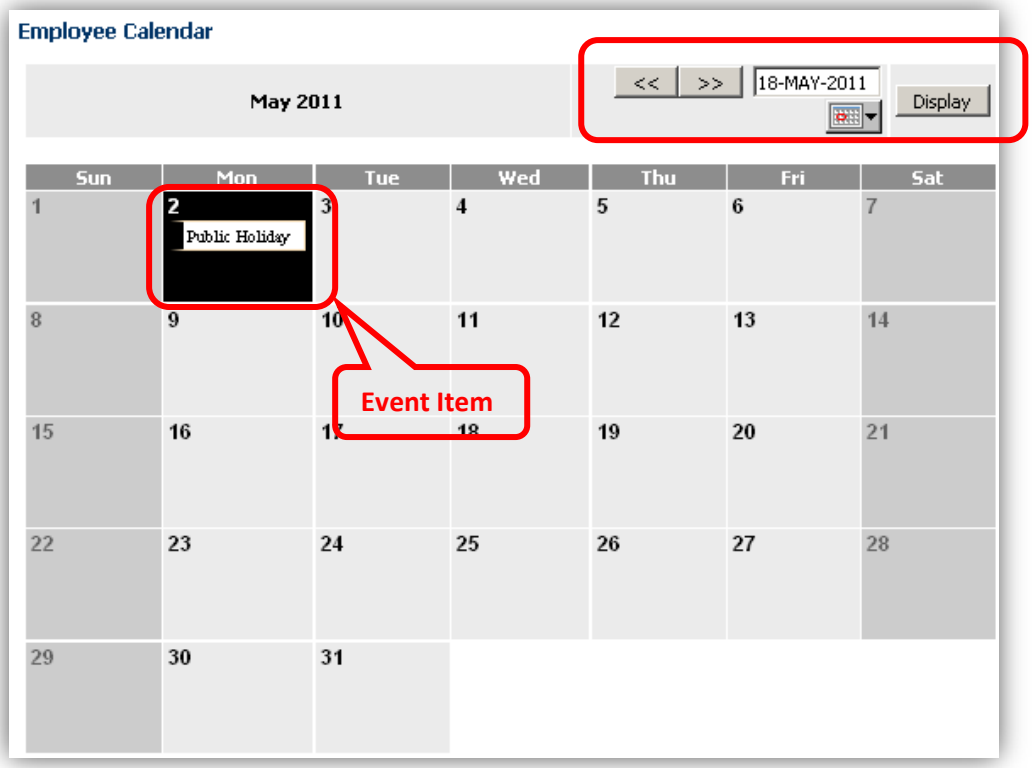
Step 2 Select My HR Tab

Step 3 Select Personal Details

Step 4 Select Employee Calender

- The calendar will display events in a monthly view
- The calendar currently displays public holidays only. More information will be displayed here once more functions are rolled out into My HR Online
- The Calendar is a display only calendar. Events cannot be created/updated via the Calendar

The calendar defaults to the current month on first entry and the month title is displayed as part of the header.



You can navigate to another month by:

- Selecting a date using the "Date Lookup"
- Entering a date and then clicking the "Display" button
- Clicking a navigation button will automatically change the date to the previous/next month and redisplay the calendar for that month

Event items are displayed on the calendar as rectangular blocks with a label. When the mouse is hovered over an item a longer description will be displayed where applicable. Clicking on any items for a day will display further details in a new window.

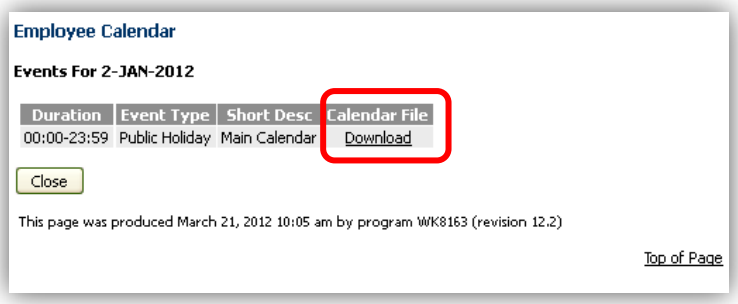
Step 5 Logout of My HR Online

Download Event Items to your Desktop Calendar

From the event details window it is possible to download the event to your desktop calendar client.

Step 1 From the Calendar, click on an event label

Step 2 A new window will open, click "Download" in the Calendar File column



Step 3 You should then be prompted to save or open the file. Open the file and click 'Accept' in the top right hand corner of the event invitation. This will automatically download to your desktop calendar. Each event item displaying on each day will need to be downloaded separately.

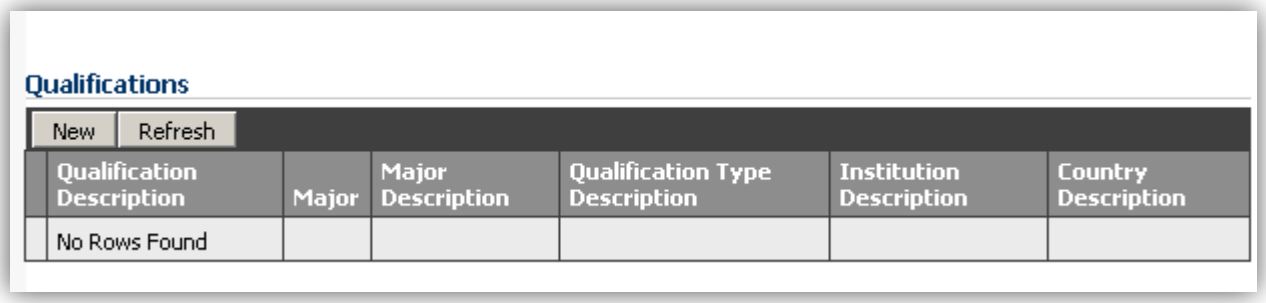
View and Update Qualifications

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Personal Details

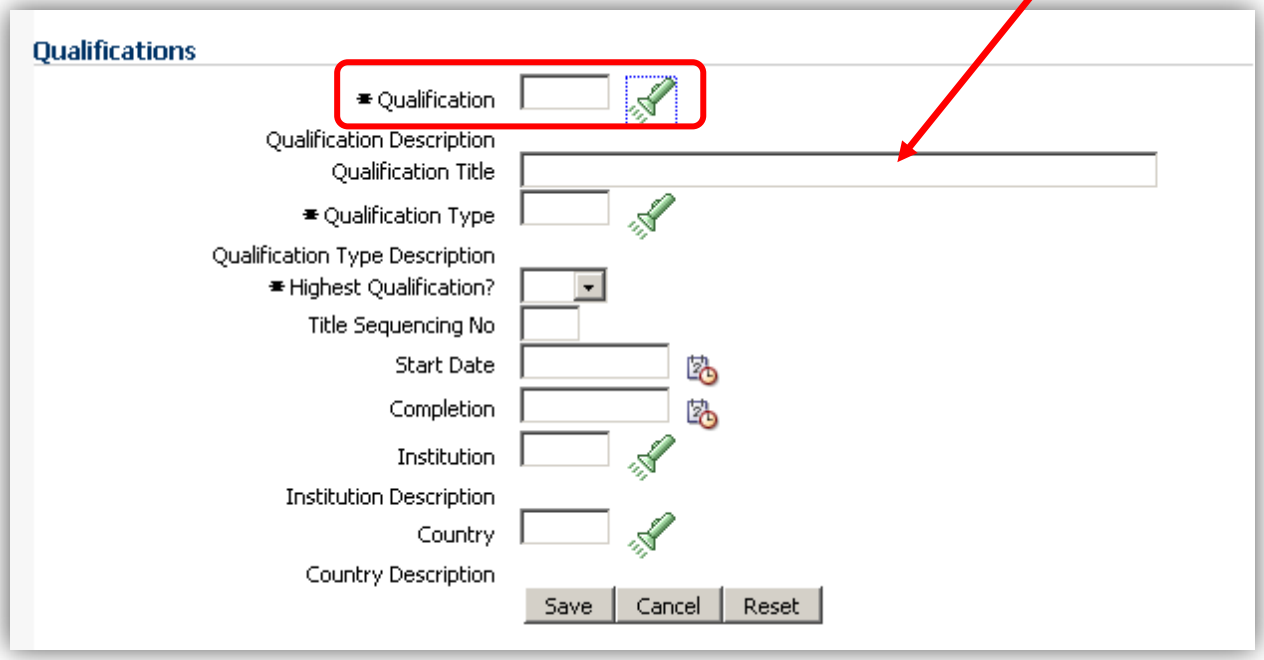
Step 4 Select Qualification and the following screen will be displayed:



Step 5 View current information

Step 6 To add a new Qualification select New and the following screen will be displayed:

Note: ***The first search field does not contain a complete list of degrees. If you can't find your qualification select the first default option ****to be clarified****. The title can then be added to the title field.***



Step 7 Complete required details

Step 8 Select Save

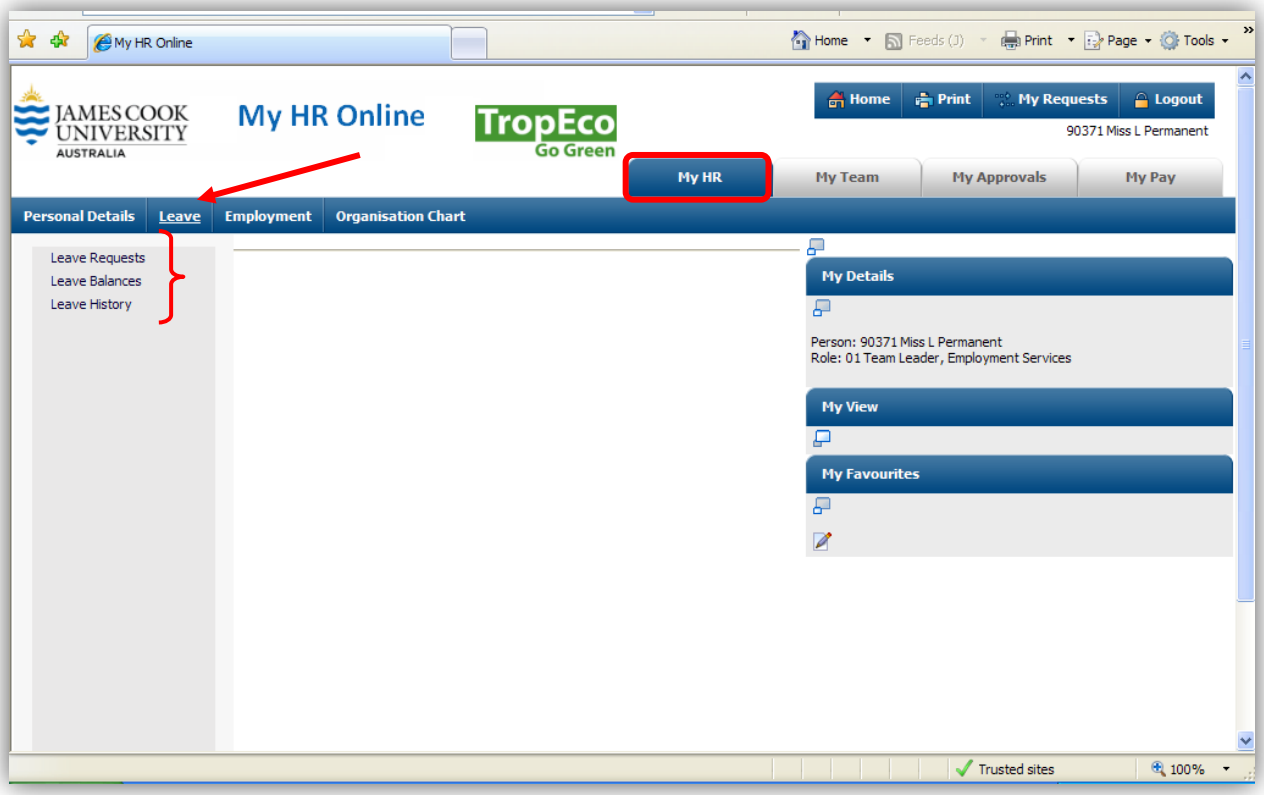
Step 9 Record is now a Pending Transaction until Human Resource Management have sighted the documentation

Step 10 Logout of My HR Online

Note : ***You must send certified documentation to Human Resources Management or walk your original document to Human Resources to sight original and photocopy for file. Once Human Resources Management has sighted either the original or certified copy the transaction will be processed and your qualification will be viewable in My HR Online.***

Leave Functions

The functions provided within this menu allow individual employees to request leave, reverse and delete leave requests, monitor the approval of leave requests, check leave balances as well as history.



Before being approved, the leave entry is a request, and it is the action of 'being approved' which converts the request into a booking. The leave request will be forwarded to the employees' Manager for approval.

To ensure that leave applications are actioned in a timely manner, an escalation to next level Manager has been set in the system. This means that:

- If the direct Manager has not approved, declined or deferred the request within 7 Calendar days, the request will be automatically escalated to their next level Manager;
- If that Manager does not action the request within 7 Calendar days, the request will be escalated to the Remuneration Services Team and will be rejected. If rejected the leave request will have to be entered again.

Once a leave request has been approved it then becomes a booking in the Human Resources System. Confirmation emails are automatically sent to the requestor.

Leave Requests

Leave types that can be applied for in *My HR Online* are:

- Annual Leave (non Academic employees only)
- Personal & Carers Leave Paid (including Sick)
- Personal & Carers Leave Unpaid (including Sick)
- Non Accruing Personal Leave
- Long Service Leave
- Defence Force Leave
- Jury Service
- Leave without pay

Note: *Conditions and entitlements continue to apply to each leave type, as detailed in the relevant James Cook University Enterprise Agreement 2010 and relevant Absences and Leave Policies. There is a link to all Leave Policies within My HR Online.*

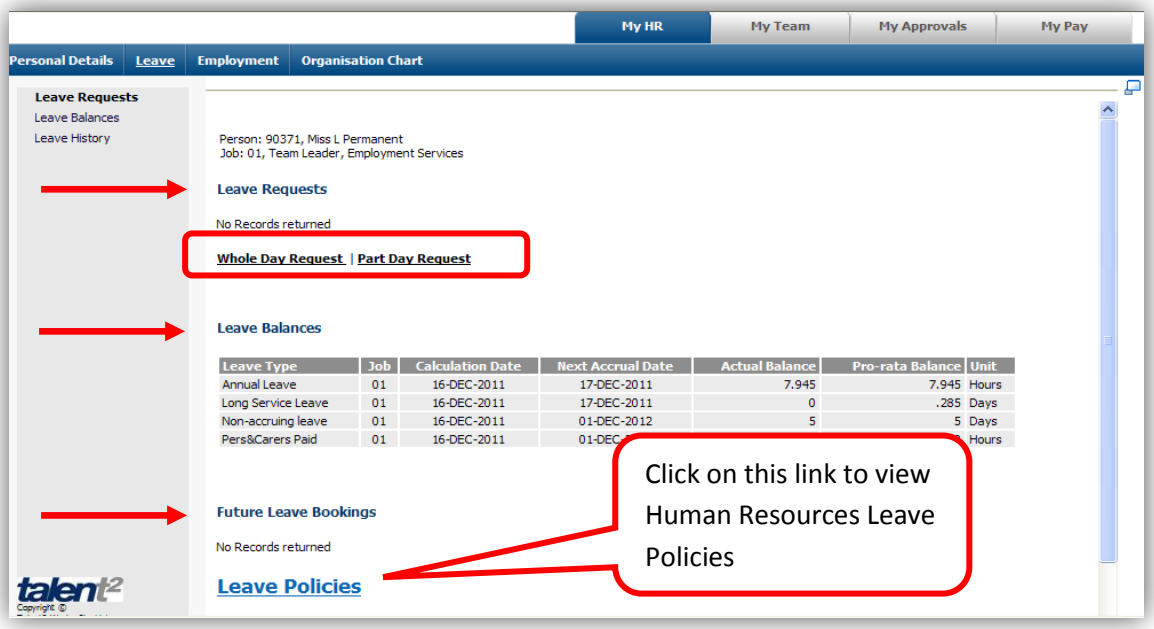
Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Leave

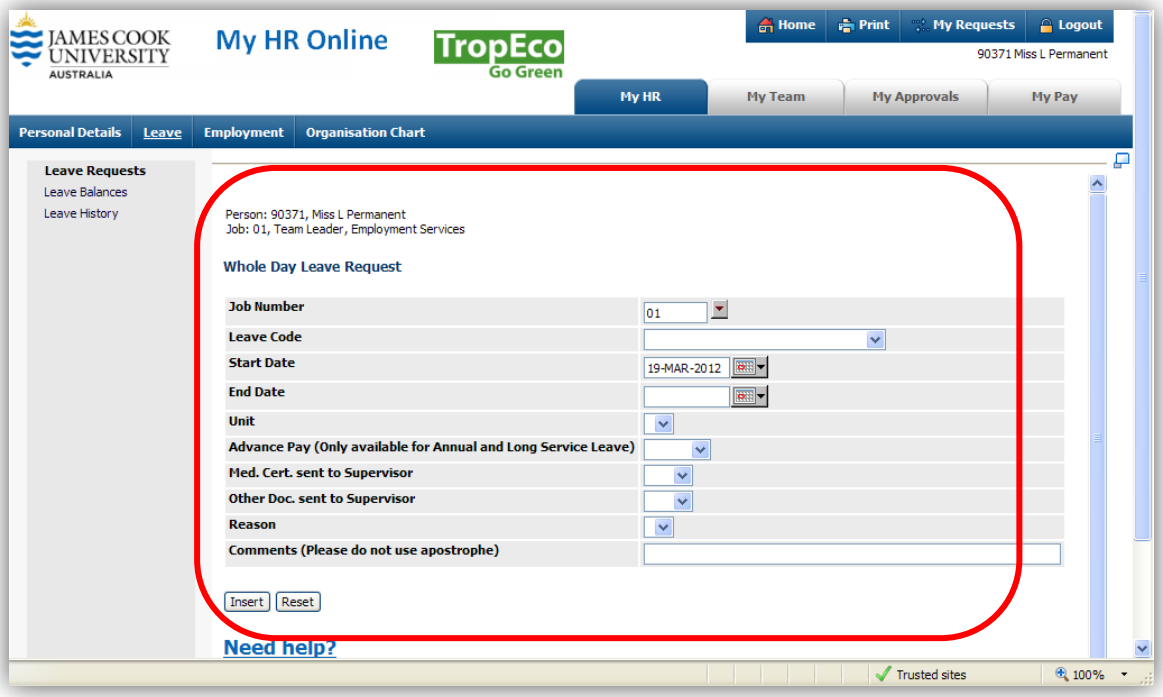
Step 4 Select Leave Request, the following screen will be displayed

Note: In this screen you are also able to view any current leave requests awaiting approval, leave balances and any future leave bookings.


My HR
My Team
My Approvals
My Pay
Personal Details
Leave
Employment
Organisation Chart
Leave Requests
Leave Balances
Leave History
Person: 90371, Miss L Permanent
Job: 01, Team Leader, Employment Services
Leave Requests
No Records returned
Whole Day Request | Part Day Request
Leave Balances
Leave Type | Job | Calculation Date | Next Accrual Date | Actual Balance | Pro-rata Balance | Unit
Annual Leave | 01 | 16-DEC-2011 | 17-DEC-2011 | 7.945 | 7.945 | Hours
Long Service Leave | 01 | 16-DEC-2011 | 17-DEC-2011 | 0 | .285 | Days
Non-accruing leave | 01 | 16-DEC-2011 | 01-DEC-2012 | 5 | 5 | Days
Pers&Carers Paid | 01 | 16-DEC-2011 | 01-DEC | Hours
Future Leave Bookings
No Records returned
Leave Policies
Click on this link to view Human Resources Leave Policies

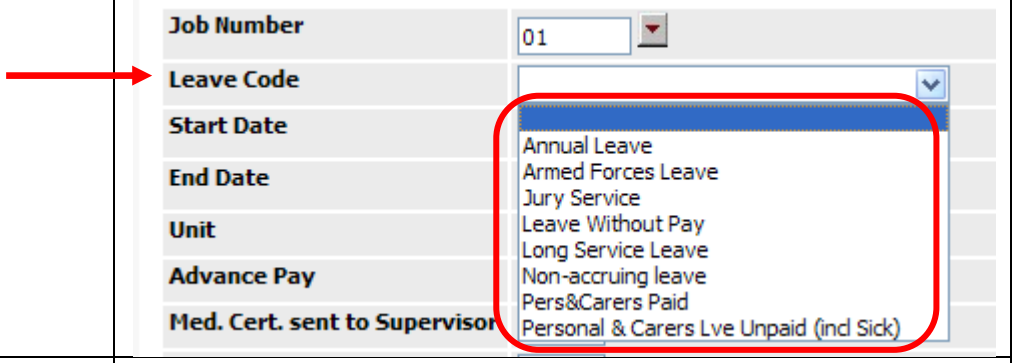
Step 5 Select Whole Day Request for full day leave booking or Part Day Request for partial day leave booking. The corresponding form will be displayed. The whole day leave booking form is displayed below.

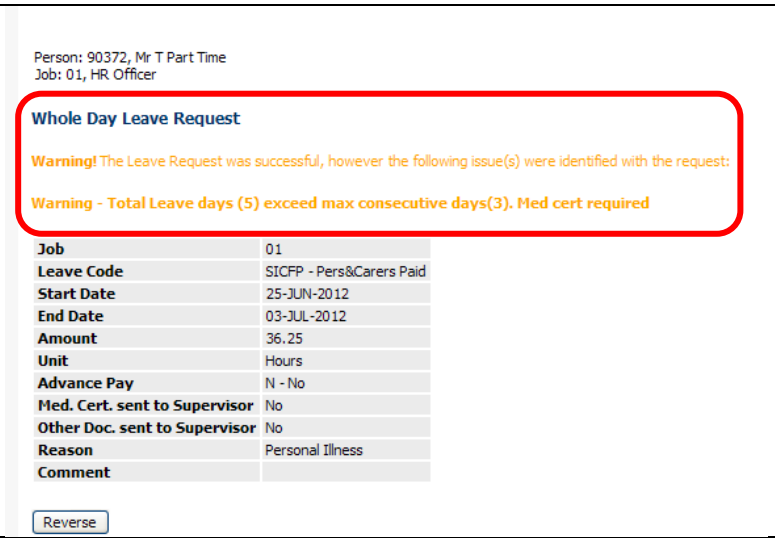
Note : The part day leave booking form does not include the End Date field and the Unit field will always be an 'Hours' field. Do not use Part Day Leave Request for Long Service Leave requests as the policy states that all long service leave must be taken as whole days.



Step 6 Complete the required fields and select Insert

Below is a guide to each field:

Job Number	This relates to your active jobs. If you hold more than one current position you will need to choose the correct job number .
Leave Code	Use the drop down list to select the required leave that you are applying for. 
Start Date	Type, or use the Calendar, to enter the date of the first day of leave.
End Date	Type, or use the Calendar, to enter the last date of leave (not the date of return to work).
Unit	Select from the drop down list, however this field will only have one option, which will be dependent on the leave code you choose. Part Day Requests will always be in hours – enter the number of hours you are applying for.
Advance Pay	Choose No from the drop down list if pay in advance is not required; choose Yes if leave payment is to be paid in advance. **Note only Annual Leave and Long Service Leave are able to be paid in advance.**
Med. Cert. sent to Supervisor	Enter Yes if your Manager has requested a medical certificate and your Manager has sighted the Certificate or requested a copy to keep on file. Enter No if this is not a requirement. Check the appropriate Leave policy for requirements. If you do not confirm Yes to this question and you have requested more than three (3) consecutive days for the request will go through however a warning message will be displayed as follows to you and also your Manager when they go to approve the request:

	
Other Doc sent to Supervisor	If supporting documentation is required select Yes. I.e.: Jury Service Request; Defence Force requirements etc. Check the appropriate Leave policy for requirements.
Reason	This is mandatory when choosing the following Leave Types: • Leave without pay • Non-accruing leave • Personal & Carers Paid • Personal & Carers Leave Unpaid (incl sick) The reasons applicable to each type of leave will be displayed for you to choose the specific reason related to your situation.
Comment	Enter any additional comments here that will support your request and assist your Manager in approving your request. **Note: Please do not use apostrophe in this field.**

Note: ***If Op Days are being taken in conjunction with Annual Leave Days, please do not include the Op Day in the Start Date & End Date.***

Step 7 Once your leave request has been submitted the following message will be displayed. The leave request will then go to your direct Manager for approval. An email will be sent to your Manager to notify them of the request and approval is required.

Step 8 Logout of My HR Online

Delete Unapproved Leave Request

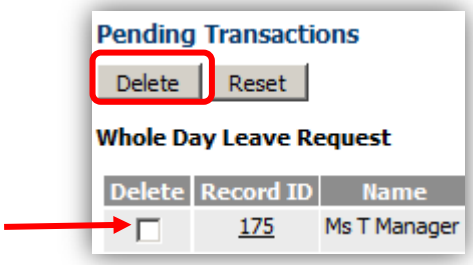
This option is available if a leave request has not yet been approved by your Manager and the leave is either no longer required or the dates need to be changed.

Step 1 Log on to My HR Online

Step 2 Select My Requests from the Home Menu

Step 3 The request will show as a Pending transaction. Select the Delete box next to the request you wish to delete.

Step 6 Select Delete



Note: An email notification will be sent to the Manager to advise the transaction has been deleted.

Step 8 If required; resubmit your request by going back to the Leave Requests option.

Step 9 Logout of My HR Online

Reverse Approved Leave Request

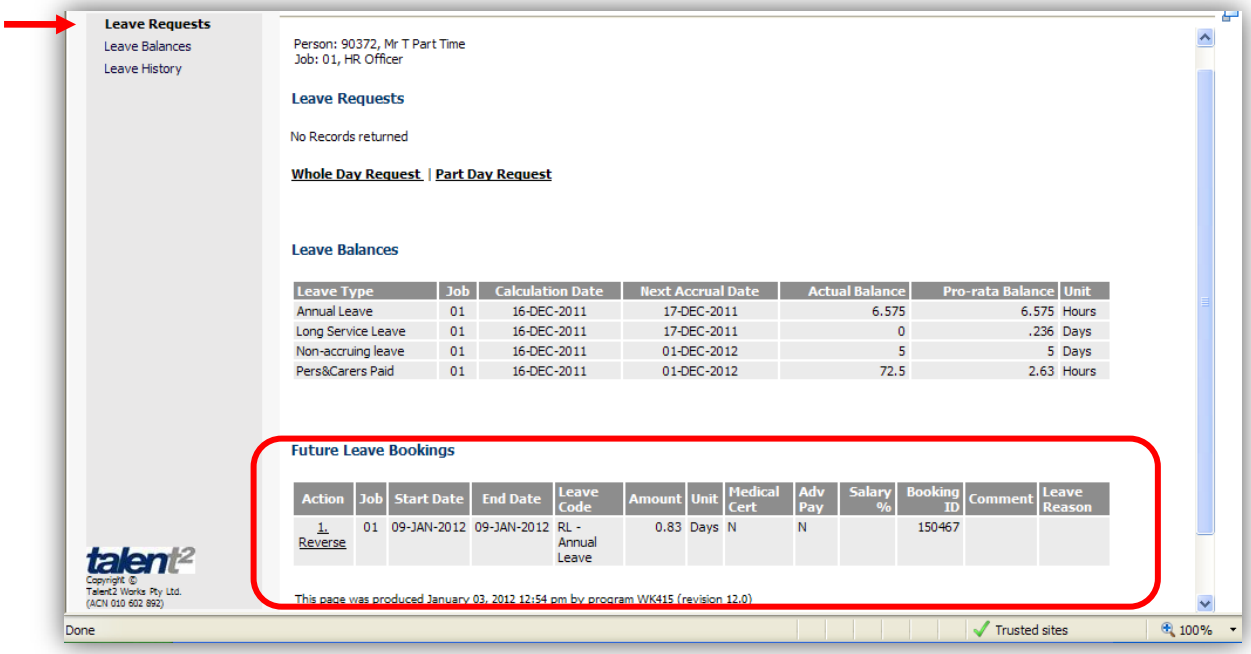
This option is available if a leave request has been approved by your Manager and the leave is either no longer required; dates need to be changed or you need to change the leave type i.e.: Doctors Certificate due to illness during Annual Leave period

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Leave

Step 4 Select Leave Request to view Status of Application – Approved Leave Requests for future dates will appear in the Future Leave Booking table.


Leave Requests
Leave Balances
Leave History
Person: 90372, Mr T Part Time
Job: 01, HR Officer
Leave Requests
No Records returned
Whole Day Request | Part Day Request
Leave Balances
Leave Type | Job | Calculation Date | Next Accrual Date | Actual Balance | Pro-rata Balance | Unit
Annual Leave | 01 | 16-DEC-2011 | 17-DEC-2011 | 6.575 | 6.575 | Hours
Long Service Leave | 01 | 16-DEC-2011 | 17-DEC-2011 | 0 | .236 | Days
Non-accruing leave | 01 | 16-DEC-2011 | 01-DEC-2012 | 5 | 5 | Days
Pers&Carers Paid | 01 | 16-DEC-2011 | 01-DEC-2012 | 72.5 | 2.63 | Hours
Future Leave Bookings
Action | Job | Start Date | End Date | Leave Code | Amount | Unit | Medical Cert | Adv Pay | Salary % | Booking ID | Comment | Leave Reason
1. Reverse | 01 | 09-JAN-2012 | 09-JAN-2012 | RL - Annual Leave | 0.83 | Days | N | N | | 150467 | | |
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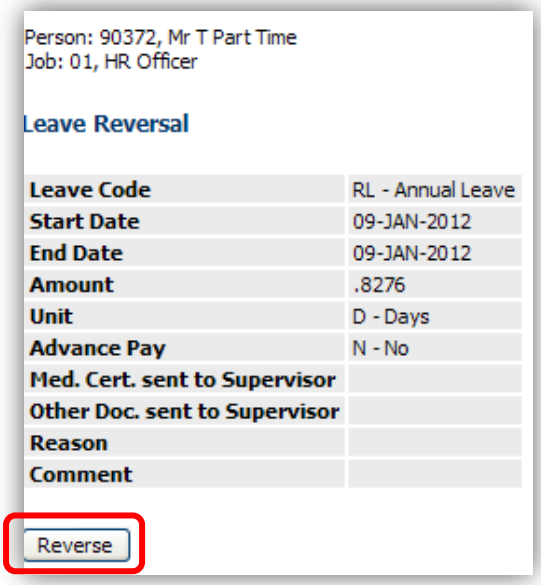
Done
Trusted sites
100%

Step 5 If the request appears in the 'Future Leave Booking' Table this means the leave has been approved by your Manager and has not yet been taken.

Step 6 To delete this leave, select the date of the leave you wish to reverse and click on the underlined Reverse under the Action Field.

Step 7 Check the leave request details and select Reverse if you still wish to proceed



Note: Due to the original request already being approved, the reversal must also go to the Manager to approve. The Manager will receive an email notifying them of the approval required.

Note: If the leave is not in the Future Leave Bookings table, this is because the leave has already been taken. If you need to make an amendment to leave already taken, please follow the steps listed in that section. (Discuss with your Manager prior to making a change to leave already taken as there may be salary implications.)

Step 8 Logout of My HR Online

View Current Leave Balances

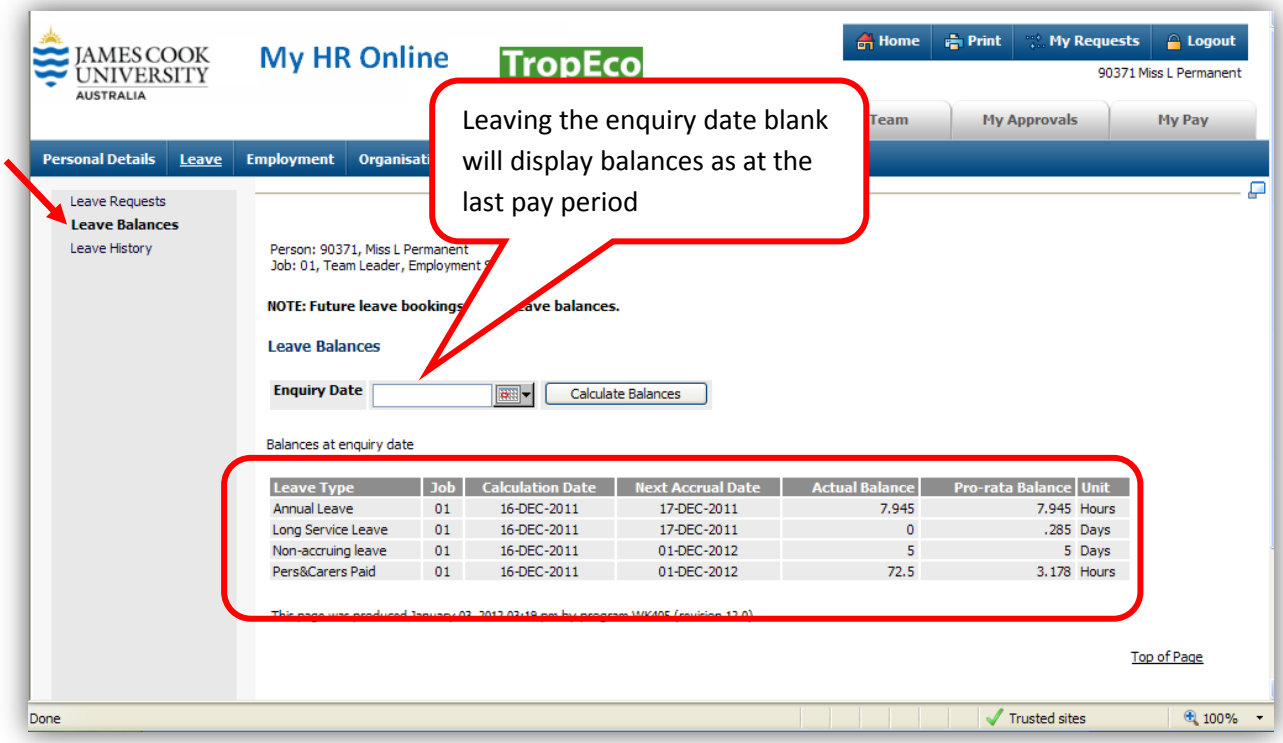
This function allows employees to see their leave balances as at the current date or calculate balances for a specific future date.

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Leave

Step 4 Select Leave Balances. The table will display your current leave balances as at the last payroll date.


JAMES COOK UNIVERSITY AUSTRALIA
My HR Online
TropEco
Home
Print
My Requests
Logout
90371 Miss L Permanent
Team
My Approvals
My Pay
Personal Details
Leave
Employment
Organisati
Leave Requests
Leave Balances
Leave History
Leaving the enquiry date blank will display balances as at the last pay period
Person: 90371, Miss L Permanent
Job: 01, Team Leader, Employment
NOTE: Future leave bookings
eave balances.
Leave Balances
Enquiry Date
Calculate Balances
Balances at enquiry date
Leave Type | Job | Calculation Date | Next Accrual Date | Actual Balance | Pro-rata Balance | Unit
Annual Leave | 01 | 16-DEC-2011 | 17-DEC-2011 | 7.945 | 7.945 | Hours
Long Service Leave | 01 | 16-DEC-2011 | 17-DEC-2011 | 0 | .285 | Days
Non-accruing leave | 01 | 16-DEC-2011 | 01-DEC-2012 | 5 | 5 | Days
Pers&Carers Paid | 01 | 16-DEC-2011 | 01-DEC-2012 | 72.5 | 3.178 | Hours
Top of Page
Done
Trusted sites
100%

Step 5 Logout of My HR Online

View Future Leave Balances

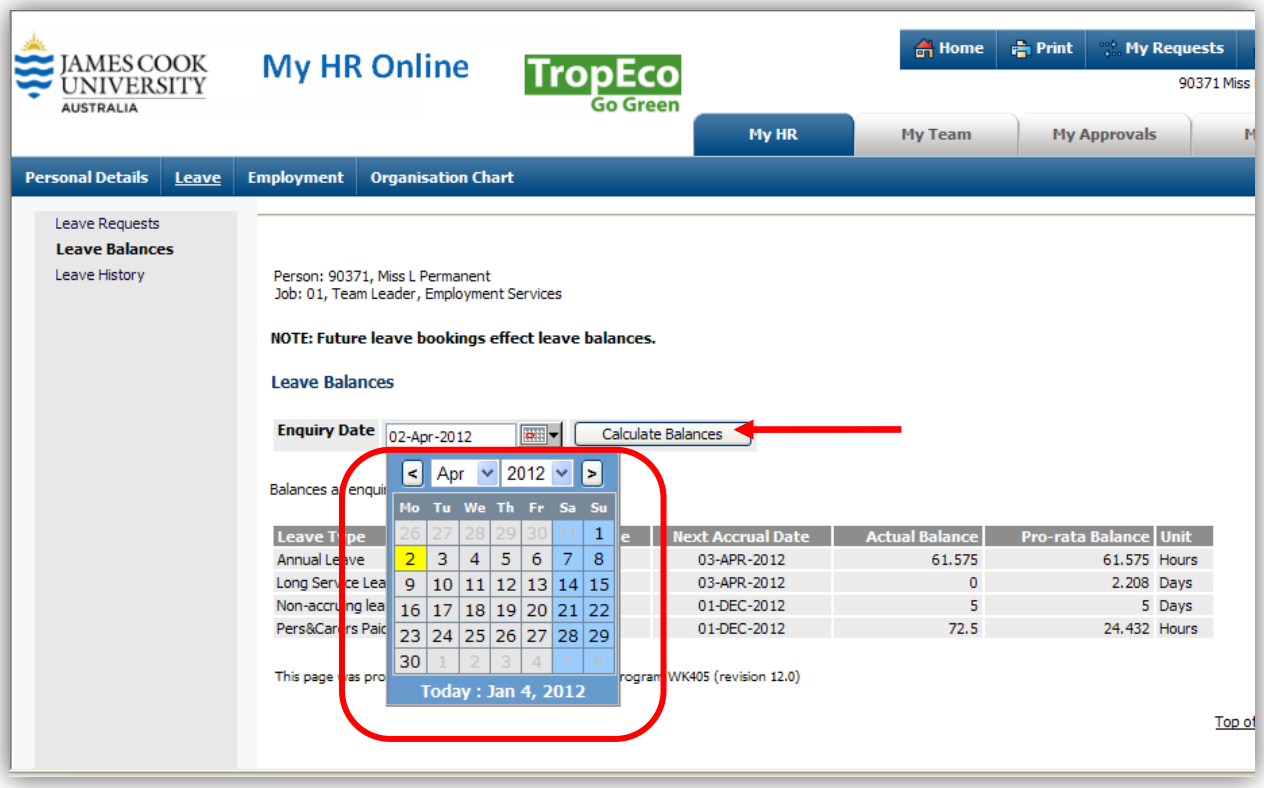
Step 1 Log on to My HR Online

Step 2 Select My HR Tab

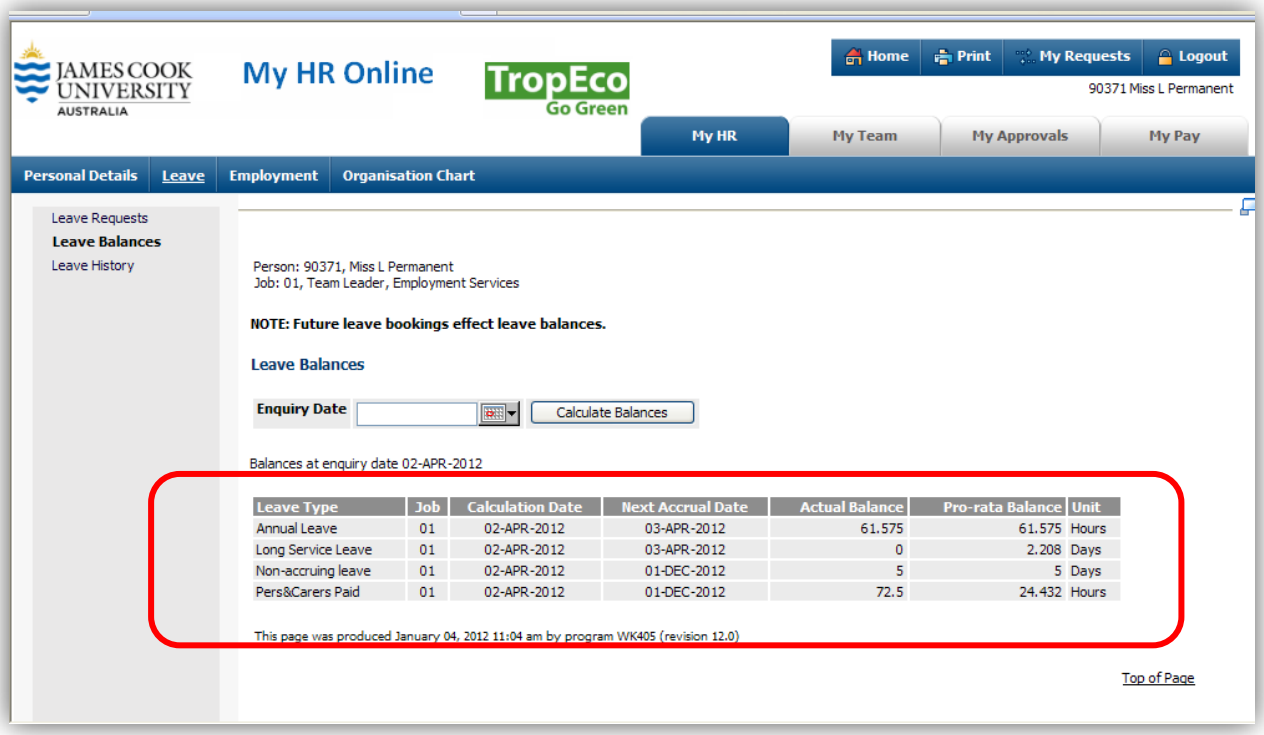
Step 3 Select Leave

Step 4 Select Leave Balances

Step 5 Enter the required date you require the leave to be calculated to and click Calculate Balances



The information will appear as follows:


JAMES COOK UNIVERSITY AUSTRALIA
My HR Online
TropEco Go Green
Home
Print
My Requests
Logout
90371 Miss L Permanent
My HR
My Team
My Approvals
My Pay
Personal Details
Leave
Employment
Organisation Chart
Leave Requests
Leave Balances
Leave History
Person: 90371, Miss L Permanent
Job: 01, Team Leader, Employment Services
NOTE: Future leave bookings effect leave balances.
Leave Balances
Enquiry Date
Calculate Balances
Balances at enquiry date 02-APR-2012
Leave Type | Job | Calculation Date | Next Accrual Date | Actual Balance | Pro-rata Balance | Unit
Annual Leave | 01 | 02-APR-2012 | 03-APR-2012 | 61.575 | 61.575 | Hours
Long Service Leave | 01 | 02-APR-2012 | 03-APR-2012 | 0 | 2.208 | Days
Non-accruing leave | 01 | 02-APR-2012 | 01-DEC-2012 | 5 | 5 | Days
Pers&Carers Paid | 01 | 02-APR-2012 | 01-DEC-2012 | 72.5 | 24.432 | Hours
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Top of Page

Step 6 Logout of My HR Online

Viewing Leave History

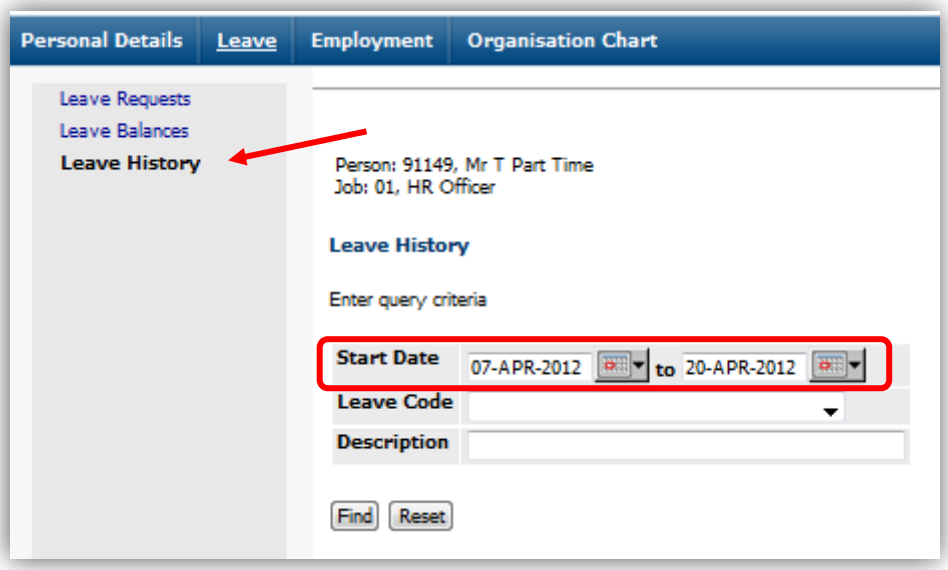
Previous leave applications can be viewed via this menu option.

Step 1 Log on to My HR Online

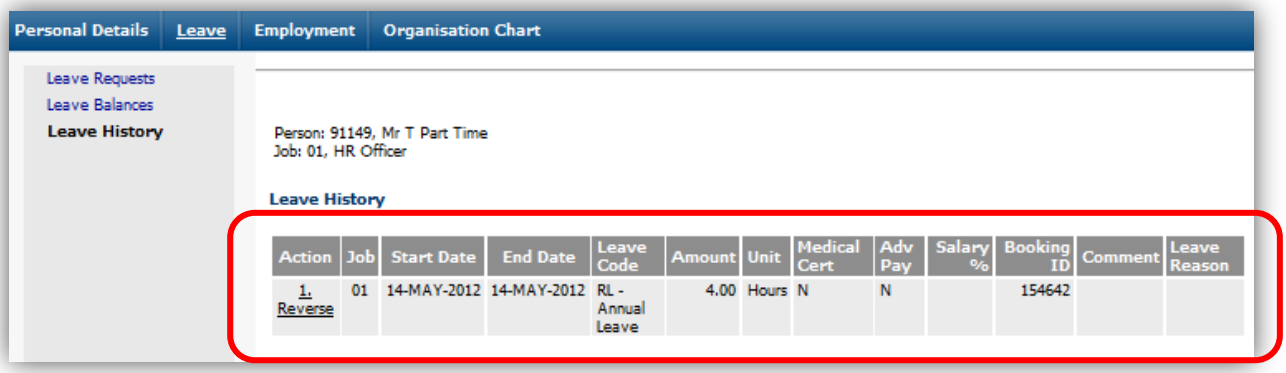
Step 2 Select My HR Tab

Step 3 Select Leave

Step 4 Select Leave History.



Step 5 Select a date range to view past leave requests. You can sort leave applications by leave code or description if required. A list of past leave applications will be listed in the next screen. Click Find.

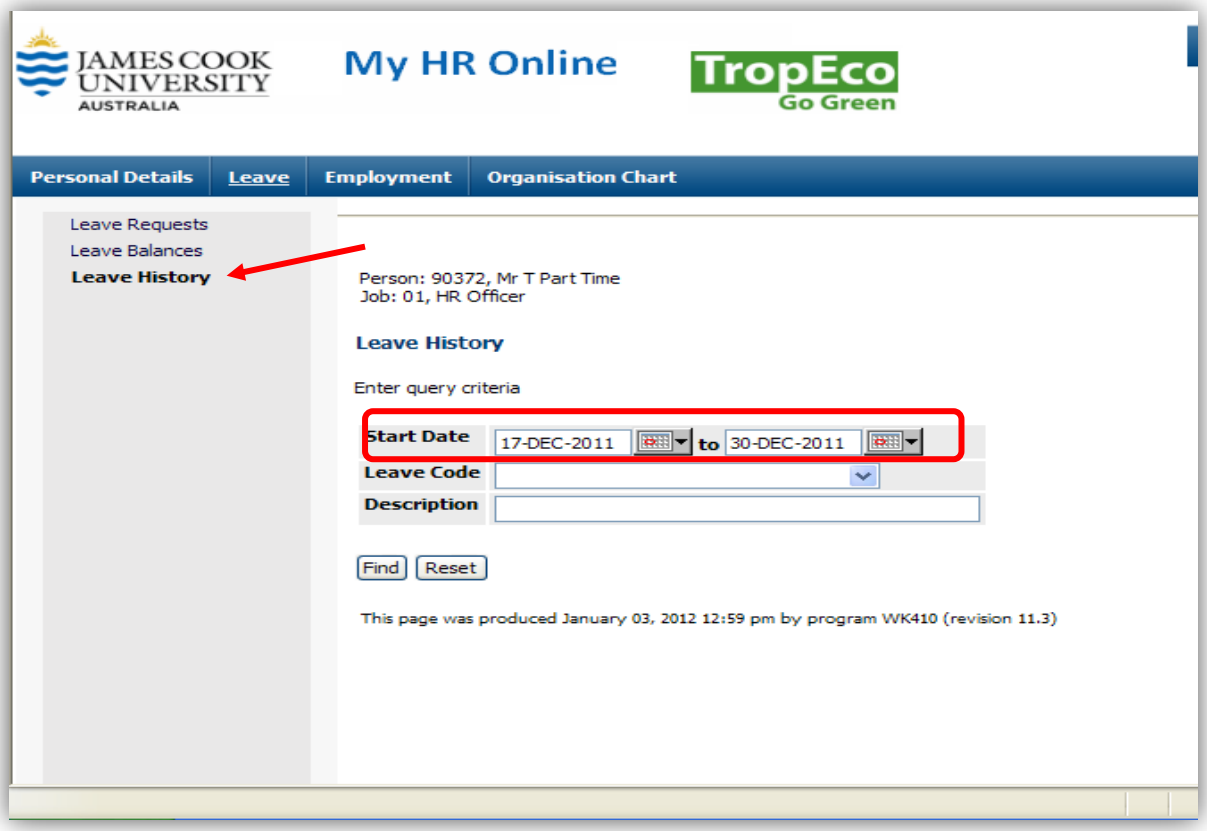


Step 6 Logout of My HR Online

Reversing Leave already taken

If there is a requirement to reverse any leave already taken due to unforeseen circumstances, the option is available through the Leave History option. Historical leave can only be reversed in the current financial year. Leave reversals cannot be done for a previous financial year.

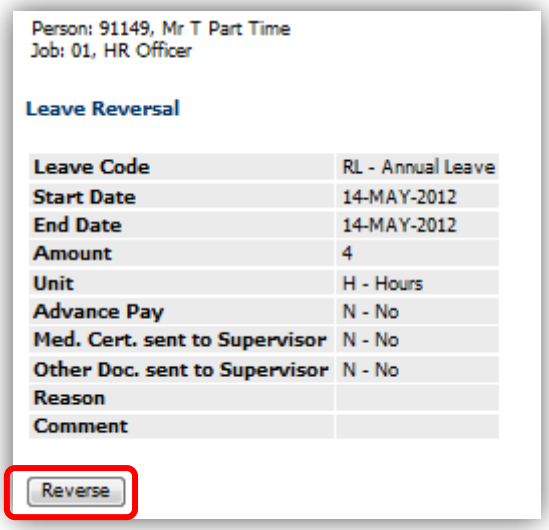
Step 1 Click on Leave History from the Leave Menu



Step 2 The dates will automatically default to the current pay period. Enter dates of leave to be reversed and select Find

Step 3 Select the Underlined Reverse field on under the Action Field

Step 4 Check the leave request details and Select Reverse if you still wish to proceed



A confirmation notice should appear as indicated below.

Person: 91149, Mr T Part Time
Job: 01, HR Officer
Leave Reversal
Leave Reversal submitted for approval - Leave Reversed
Leave Code RL - Annual Leave
Start Date 14-MAY-2012
End Date 14-MAY-2012
Amount 4
Unit H - Hours
Advance Pay N - No
Med. Cert. sent to Supervisor N - No
Other Doc. sent to Supervisor N - No
Reason
Comment

Note: ***Due to the original request already being approved, the reversal must also go to the Manager to approve. The Manager will receive an email notifying them of the approval required.***

This may incur salary implications.

Step 5 Logout of My HR Online

Employment Menu Items

This menu includes screens which enable employees to access information which relates to their employment contract. Each appointment held at JCU is recorded in Alesco (Core Human Resources System). Appointments can then be broken down into three occupancy types:

- Substantive – the position you own on either a fixed term or permanent basis
- Concurrent – any temporary change to your substantive position i.e. temporary change to hours or secondment
- Higher Duties – period of higher duties up to 12 months

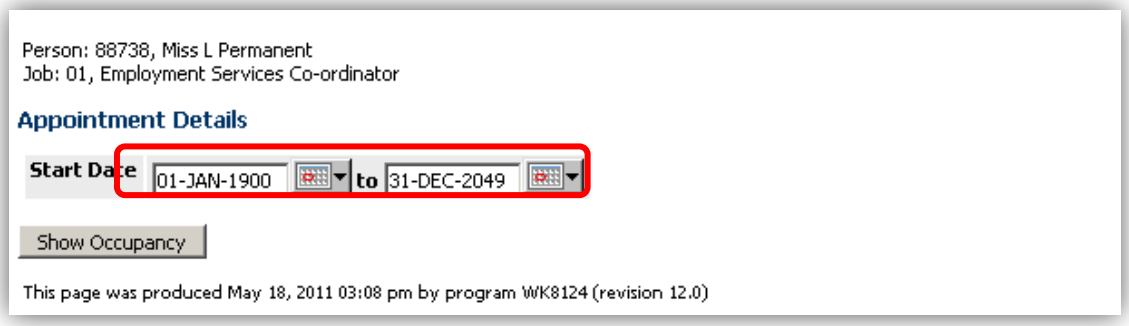
View Appointment Details

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

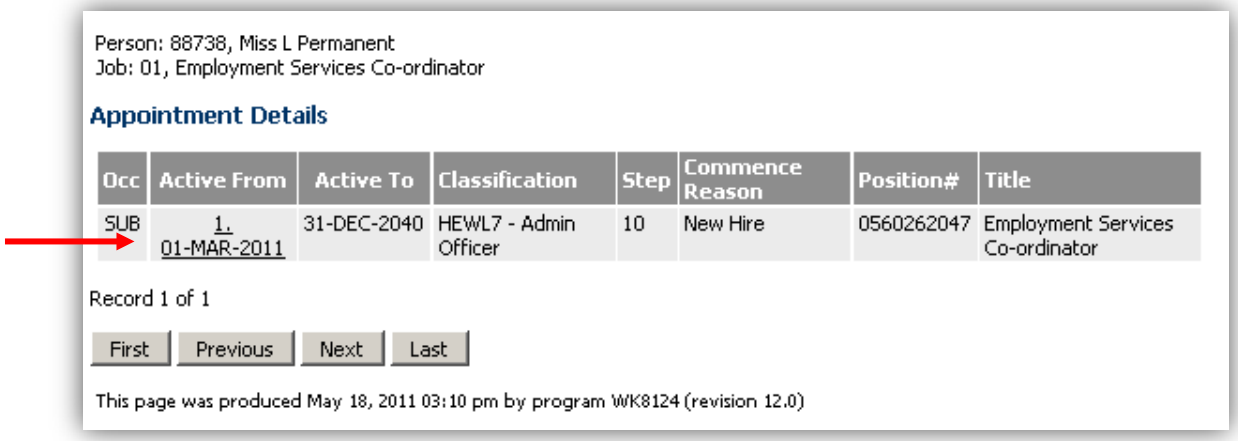
Step 3 Select Employment

Step 4 Select Appointment Details and the following screen will be displayed:

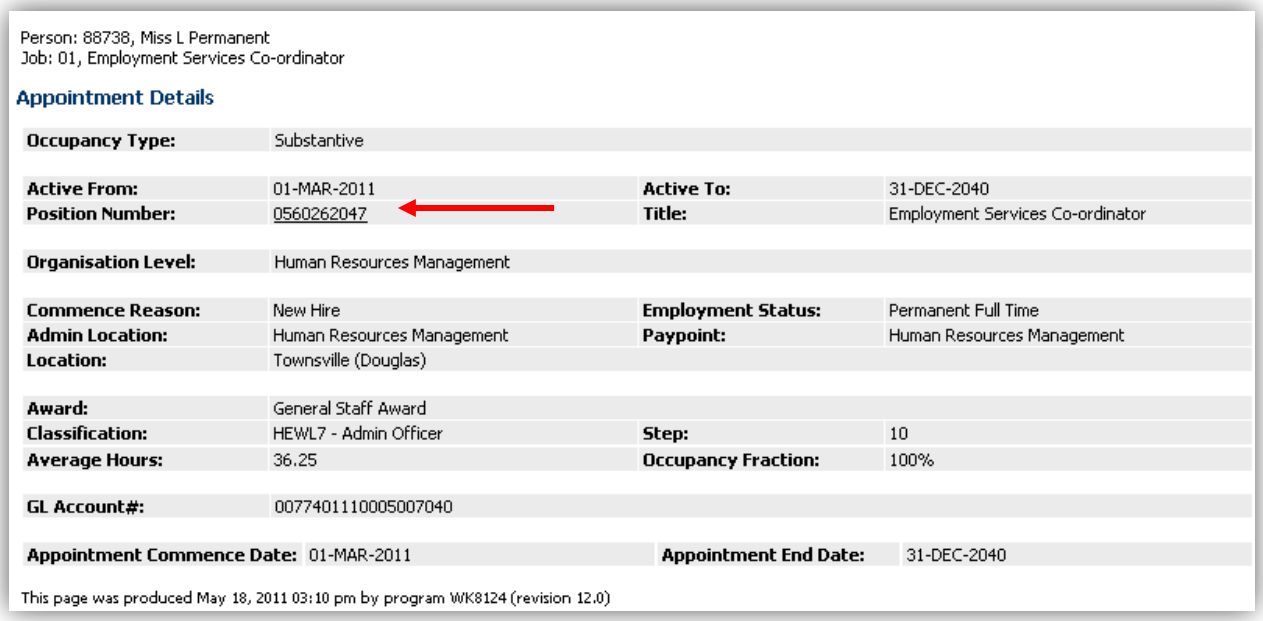


Step 5 Enter specific dates or leave blank to display all

Step 6 Select Show Occupancy and the following screen will be displayed



Step 7 To view occupancy details in more detail select underlined field "Active From" and the following screen will be displayed:


Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator
Appointment Details
Occupancy Type: Substantive
Active From: 01-MAR-2011
Active To: 31-DEC-2040
Position Number: 0560262047
Title: Employment Services Co-ordinator
Organisation Level: Human Resources Management
Commence Reason: New Hire
Employment Status: Permanent Full Time
Admin Location: Human Resources Management
Paypoint: Human Resources Management
Location: Townsville (Douglas)
Award: General Staff Award
Classification: HEWL7 - Admin Officer
Step: 10
Average Hours: 36.25
Occupancy Fraction: 100%
GL Account#: 0077401110005007040
Appointment Commence Date: 01-MAR-2011
Appointment End Date: 31-DEC-2040
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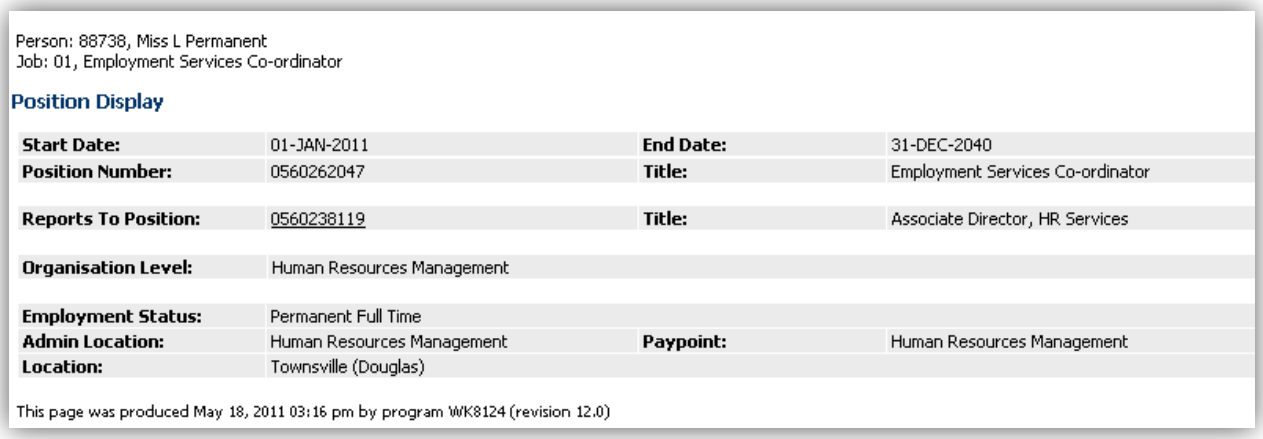
Step 8 Select underlined field "Position Number" to view Position Display



Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator

Position Display

Start Date:	01-JAN-2011	**End Date:**	31-DEC-2040
Position Number:	0560262047	**Title:**	Employment Services Co-ordinator
Reports To Position:	0560238119	**Title:**	Associate Director, HR Services
Organisation Level:	Human Resources Management		
Employment Status:	Permanent Full Time		
Admin Location:	Human Resources Management	**Paypoint:**	Human Resources Management
Location:	Townsville (Douglas)		

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Step 9 Logout of My HR Online

Work Arrangement

This screen will display an employee's work arrangement (if applicable). Here there are options to View the current Work Arrangement and to submit a change to the current Work Arrangement.

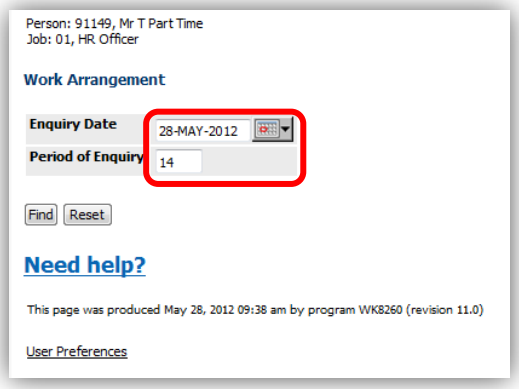
View current Work Arrangement:

Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Employment

Step 4 Select 'Work Arrangement' and the following screen will be displayed.



Step 5 Enter an enquiry date and the number of days for the period of enquiry, and then click on the Find button and the following screen will be returned.

Note: ***The enquiry date will fall in the middle of the period selected.***

Person: 91149, Mr T Part Time
Job: 01, HR Officer

Work Arrangement

Date	Day	Hours	Position Fraction	Duty	Employee Status	Roster	Description
18-MAY-2012	FRI	3.63	50.014	SUB	TPG		
19-MAY-2012	SAT	0.00	50.014	SUB	TPG		
20-MAY-2012	SUN	0.00	50.014	SUB	TPG		
21-MAY-2012	MON	3.63	50.014	SUB	TPG		
22-MAY-2012	TUE	3.63	50.014	SUB	TPG		
23-MAY-2012	WED	3.63	50.014	SUB	TPG		
24-MAY-2012	THU	3.63	50.014	SUB	TPG		
25-MAY-2012	FRI	3.63	50.014	SUB	TPG		
26-MAY-2012	SAT	0.00	50.014	SUB	TPG		
27-MAY-2012	SUN	0.00	50.014	SUB	TPG		
28-MAY-2012	MON	3.63	50.014	SUB	TPG		
29-MAY-2012	TUE	3.63	50.014	SUB	TPG		
30-MAY-2012	WED	3.63	50.014	SUB	TPG		
31-MAY-2012	THU	3.63	50.014	SUB	TPG		

Records 1 to 14 of 14

First Previous Next Last

Step 6 Logout of My HR Online

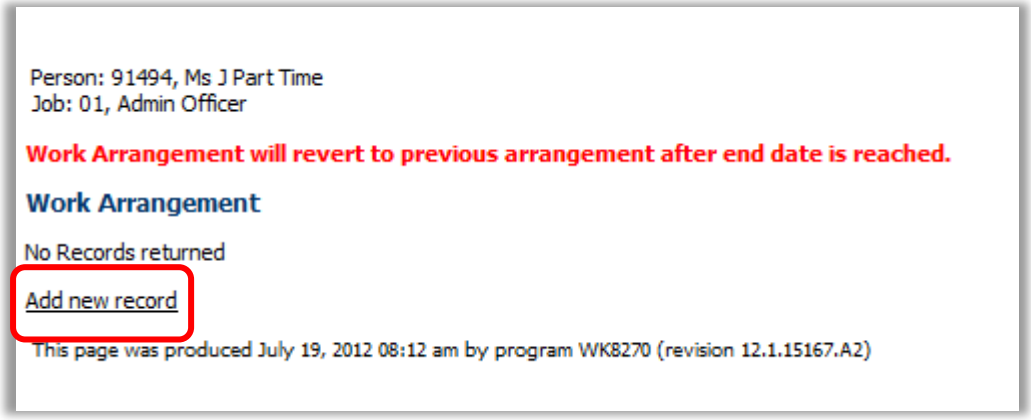
Work Arrangement Change Request

Step 1 Log on to My HR Online

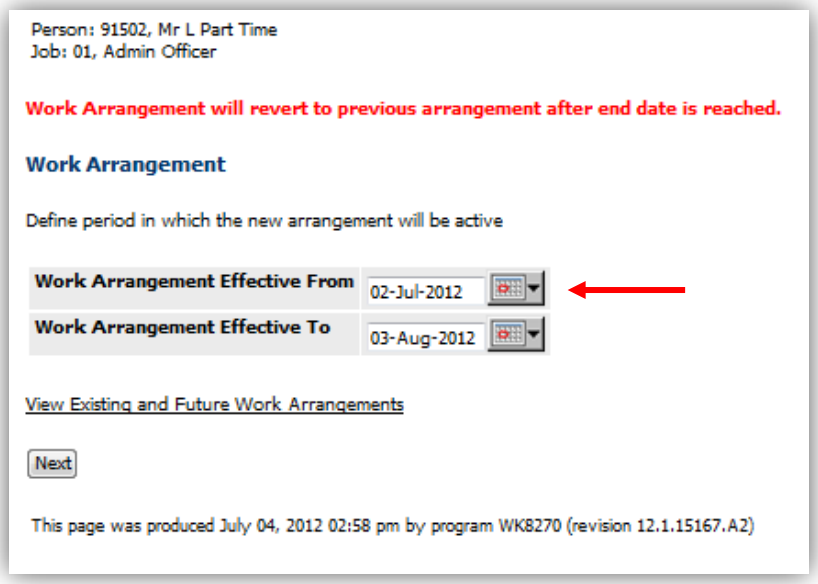
Step 2 Select My HR Tab

Step 3 Select Employment

Step 4 Select Work Arrangement Change Request and the following screen will be displayed.


Person: 91494, Ms J Part Time
Job: 01, Admin Officer
Work Arrangement will revert to previous arrangement after end date is reached.
Work Arrangement
No Records returned
Add new record
This page was produced July 19, 2012 08:12 am by program WK8270 (revision 12.1.15167.A2)

Step 5 Select Add New Record to make any changes to the current Work Schedule.


Person: 91502, Mr L Part Time
Job: 01, Admin Officer
Work Arrangement will revert to previous arrangement after end date is reached.
Work Arrangement
Define period in which the new arrangement will be active
Work Arrangement Effective From
02-Jul-2012
Work Arrangement Effective To
03-Aug-2012
View Existing and Future Work Arrangements
Next
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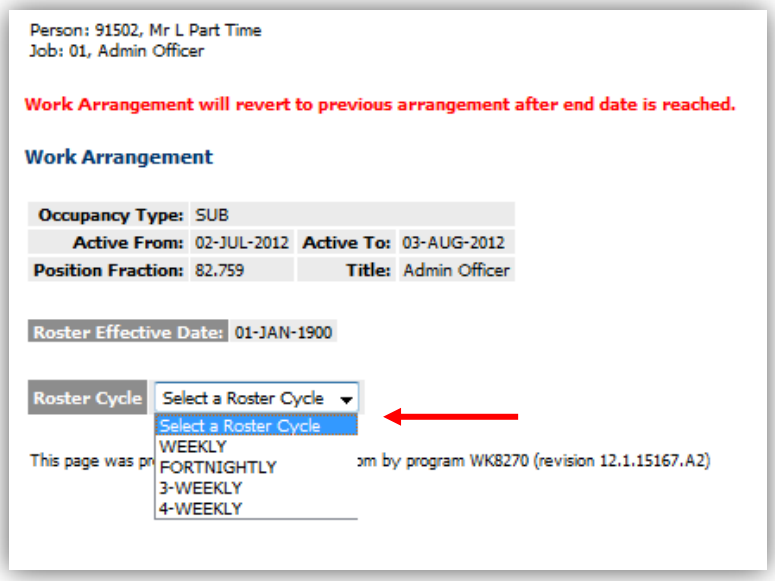
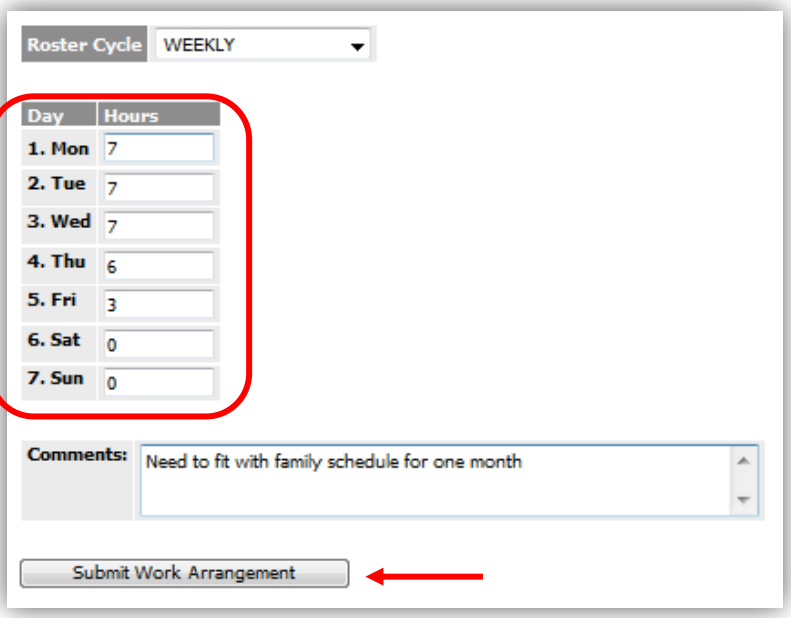
Step 6 Enter the date range changes will be effective through to. Please note, an end date is only required if you wish to change your work arrangement for a set period of time. If the work arrangement is to continue with no end date, leave the "effective to" date blank. Select Next to proceed.

Note: ***If an end date is entered the system will revert back to previous work arrangement after end date is reached***

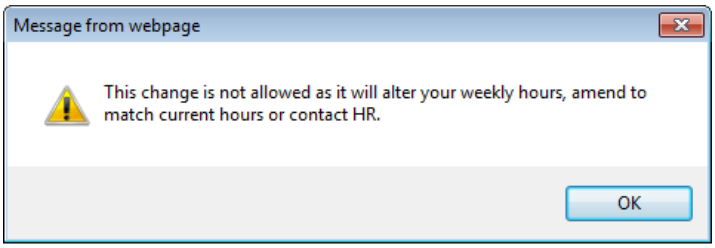


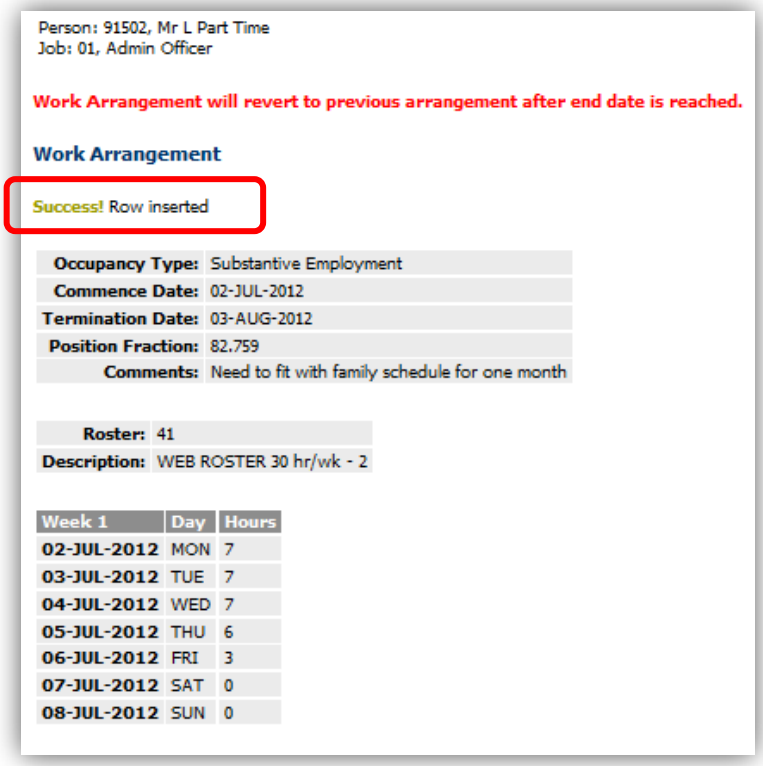
Step 7 The roster cycle defines the period of time over which the hours will be worked. Select the applicable Roster Cycle from the list given and fill out the hours.



Step 8 Submit Work Arrangement.

Note : The system will not allow a change in the overall fraction of hours on a contract. The following message will be displayed if the changed hours are either under or above the current number of hours allocated on your contract. Any changes to the overall contracted hours must be made through your Human Resources representative.


Message from webpage
This change is not allowed as it will alter your weekly hours, amend to match current hours or contact HR.
OK


Person: 91502, Mr L Part Time
Job: 01, Admin Officer
Work Arrangement will revert to previous arrangement after end date is reached.
Work Arrangement
Success! Row inserted
Occupancy Type: Substantive Employment
Commence Date: 02-JUL-2012
Termination Date: 03-AUG-2012
Position Fraction: 82.759
Comments: Need to fit with family schedule for one month
Roster: 41
Description: WEB ROSTER 30 hr/wk - 2
Week 1 Day Hours
02-JUL-2012 MON 7
03-JUL-2012 TUE 7
04-JUL-2012 WED 7
05-JUL-2012 THU 6
06-JUL-2012 FRI 3
07-JUL-2012 SAT 0
08-JUL-2012 SUN 0

Step 9 Once submitted an email notification will be sent to the selected Approver.

Step 10 Logout of My HR Online

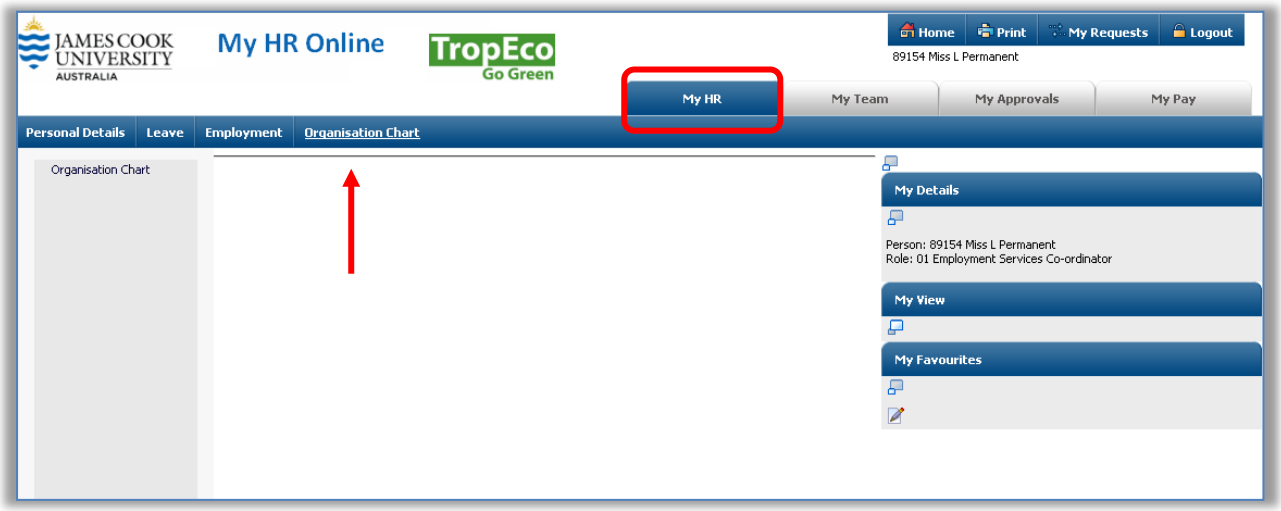
Organisation Chart

This function provides a view of the organisational structure (as defined by the position 'reports to' information held in the Core Human Resources Information System). The structure is displayed as a tree, where each node may be expanded (in a similar manner to folders in Windows) to display the lower branches.

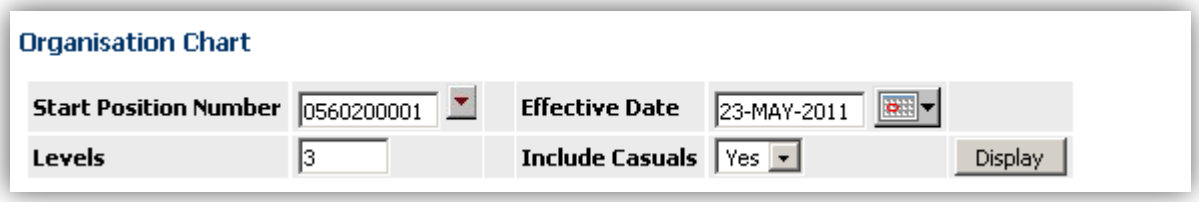
Step 1 Log on to My HR Online

Step 2 Select My HR Tab

Step 3 Select Organisation Chart from the Local Menu and click on Organisation Chart again from the Task Menu



The following fields will be displayed:



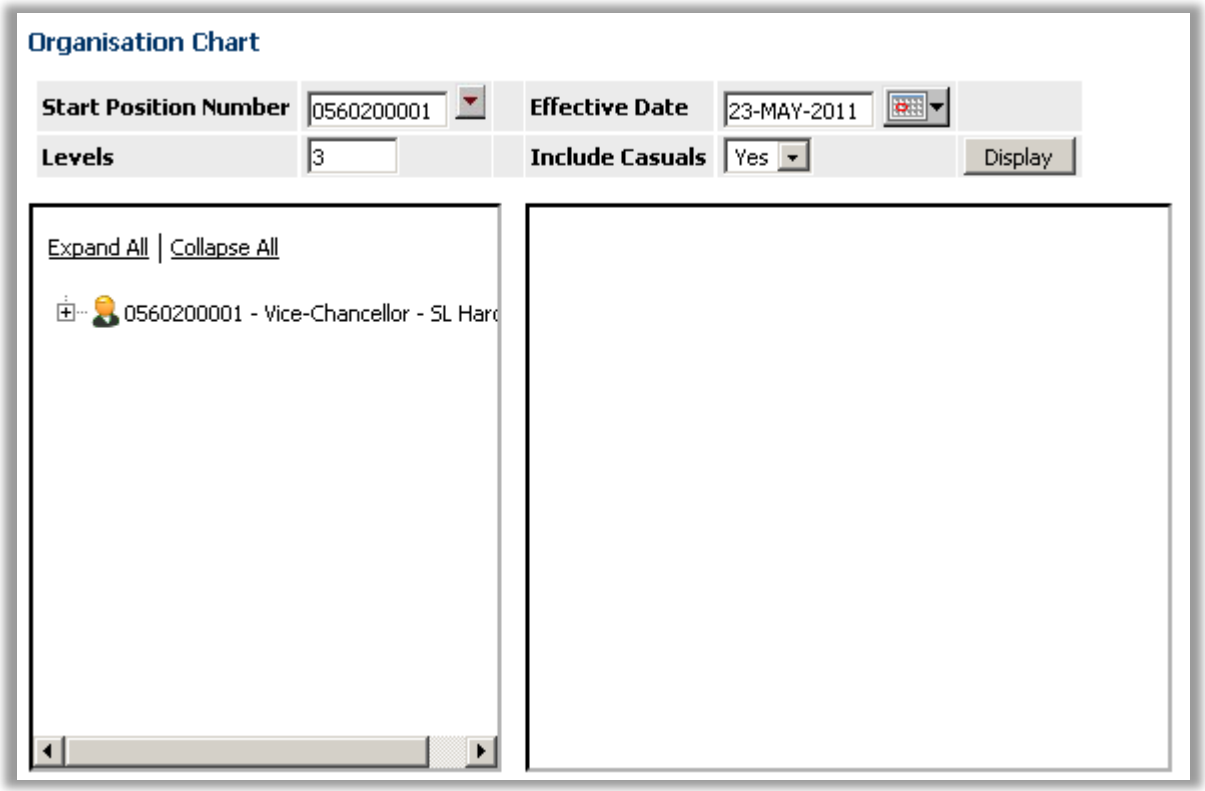
Start Position Number – This will default to the position number that currently sits at the top of the organisation structure. This position number may be changed (if a position number is known) to look at a lower section of the chart. Or Click on the Drop down List to select the position that you wish to display at the top.

Effective date – This will default to the current date but may be changed to display details for dates in the past and into the future.

Levels – This specifies the number of levels that the chart will display. It will default to a number that is set at system level but may be changed if wishing to drill down to lower levels of the organisation.

Include Casuals – This will default to Yes and the chart will include details for casual employees. Changing the value to 'N' will exclude casual staff from the chart.

Step 4 Make any necessary adjustments to the fields above and then click the DISPLAY button. The top level of the chart will be displayed as follows:



A 'person image', Position Title and Occupant name (if occupied) will be displayed for each position, if there is more than one occupant in a particular position multiple lines will appear.
A + icon will be displayed alongside the 'person image' (just the black coloured icon if there are multiple occupants) which allows the tree to be expanded at this node, in the same manner as 'Windows folders'.
Expand All – expands all of the nodes of the tree.
Collapse All – Collapses all of the nodes of the tree after they have been expanded.
Clicking on any of the Position Titles will display details of the position within the right hand frame.
Scroll bars are provided where necessary to allow all details to be accessed.
Clicking on any of the 'person images' will change the start position of the organisation tree to that position.

Both the organisation chart and the position details may be printed by simply clicking in the frame required and selecting print on the browser.

Step 5 Logout of My HR Online

My Pay Tab

Individual information within My HR Online is broken up into two main sections displayed as tabs; My HR and My Pay.

Information on how to navigate and find information in My Pay Tab is detailed in this section.

Payroll Details Menu Items

The options within this menu allow employees access to payroll related information including payslips and historical payment summaries. There are also options to change bank account details, request deductions and contains End of Financial Year information.

View and Print Current Payslip

Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

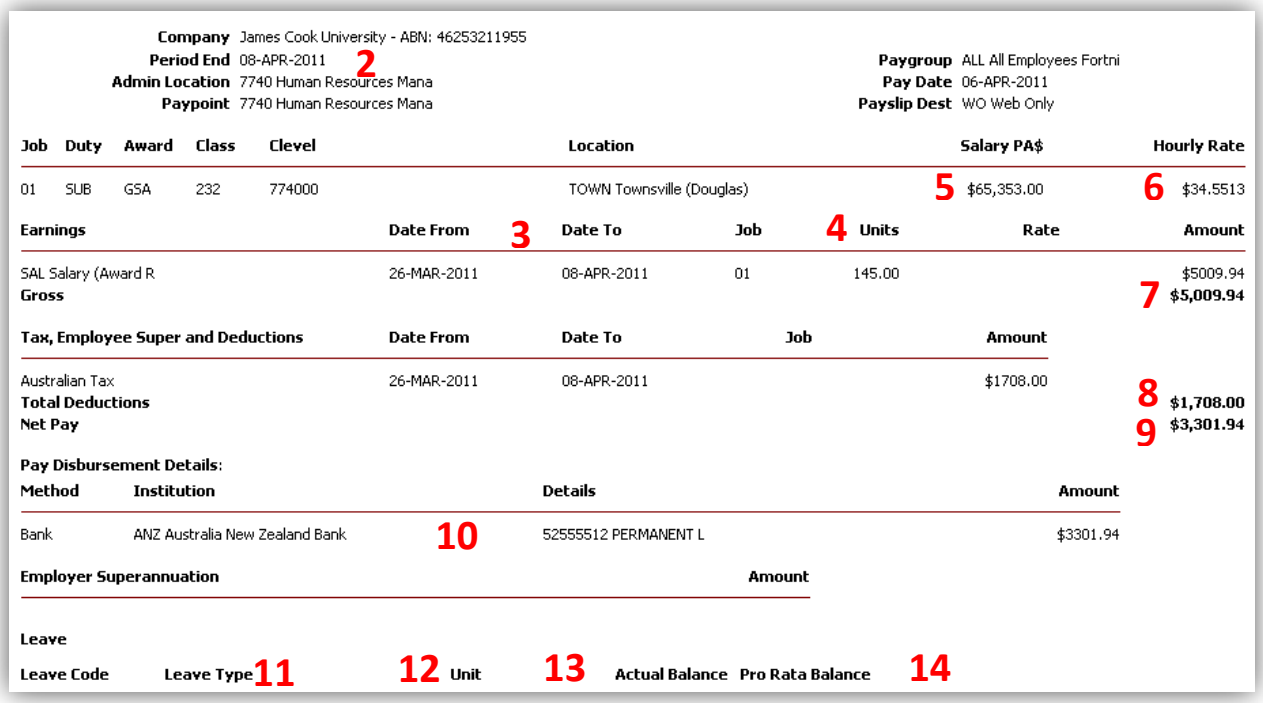
Step 3 Select Payroll Details

Step 4 Select Current Payslip. The most current payslip will be displayed relating to the current job selected

Step 5 View or Print Payslip.

Step 6 Logout of My HR Online

Reading your current Payslip



Company James Cook University - ABN: 46253211955
Period End 08-APR-2011 **2**
Admin Location 7740 Human Resources Mana
Paypoint 7740 Human Resources Mana
Paygroup ALL All Employees Fortni
Pay Date 06-APR-2011
Payslip Dest WO Web Only

1

Job	Duty	Award	Class	Clevel	Location	Salary PA$	Hourly Rate
01	SUB	GSA	232	774000	TOWN Townsville (Douglas)	**5** $65,353.00	**6** $34.5513

Earnings	Date From **3**	Date To	Job	**4** Units	Rate	Amount
SAL Salary (Award R	26-MAR-2011	08-APR-2011	01	145.00		$5009.94
Gross						**7** **$5,009.94**

Tax, Employee Super and Deductions	Date From	Date To	Job	Amount
Australian Tax	26-MAR-2011	08-APR-2011		$1708.00
Total Deductions				**8** **$1,708.00**
Net Pay				**9** **$3,301.94**

Pay Disbursement Details:

Method	Institution	Details **10**	Amount
Bank	ANZ Australia New Zealand Bank	52555512 PERMANENT L	$3301.94

Employer Superannuation	Amount

Leave

Leave Code	Leave Type **11**	**12** Unit	**13** Actual Balance	Pro Rata Balance **14**

1. Job number
2. Pay period end date
3. Fortnightly dates of corresponding pay cycle
4. Number of hours worked
5. Annual gross salary
6. Hourly rate
7. Fortnightly gross payment amount
8. Total deductions
9. Nett pay amount disbursed to bank
10. Bank account details
11. Leave Type
12. Leave displayed in Days (D) or Hours (H)
13. Amounts of Leave available to be taken appear in the Actual Balance Column
14. The only difference to amount of leave available to be taken as in **13** is that Long Service Leave prior to being available to be taken will be displayed in the Pro Rata Balance Column – this is accruing as per the Enterprise Agreement

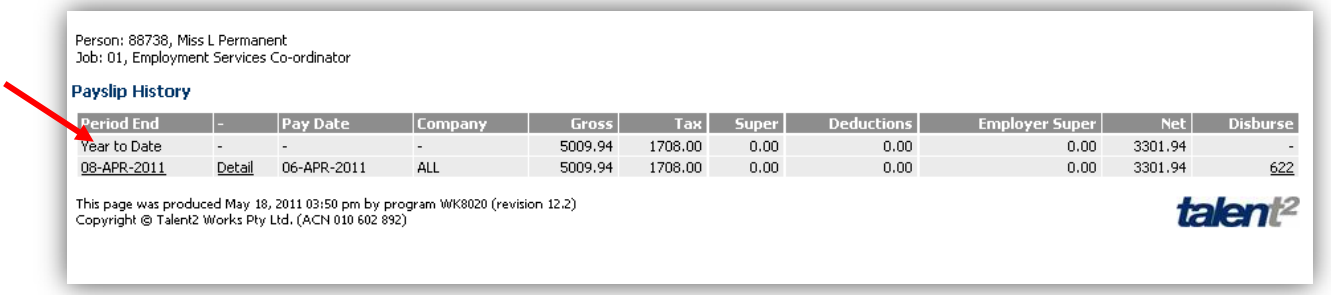
View and Print Historical Payslip

Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Payroll Details

Step 4 Select Payslip History, a list of payslips will be displayed with the most recent payslip at the top of the list


Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator
Payslip History
Period End | - | Pay Date | Company | Gross | Tax | Super | Deductions | Employer Super | Net | Disburse
Year to Date | - | - | - | 5009.94 | 1708.00 | 0.00 | 0.00 | 0.00 | 3301.94 | -
08-APR-2011 | Detail | 06-APR-2011 | ALL | 5009.94 | 1708.00 | 0.00 | 0.00 | 0.00 | 3301.94 | 622
This page was produced May 18, 2011 03:50 pm by program WK8020 (revision 12.2)
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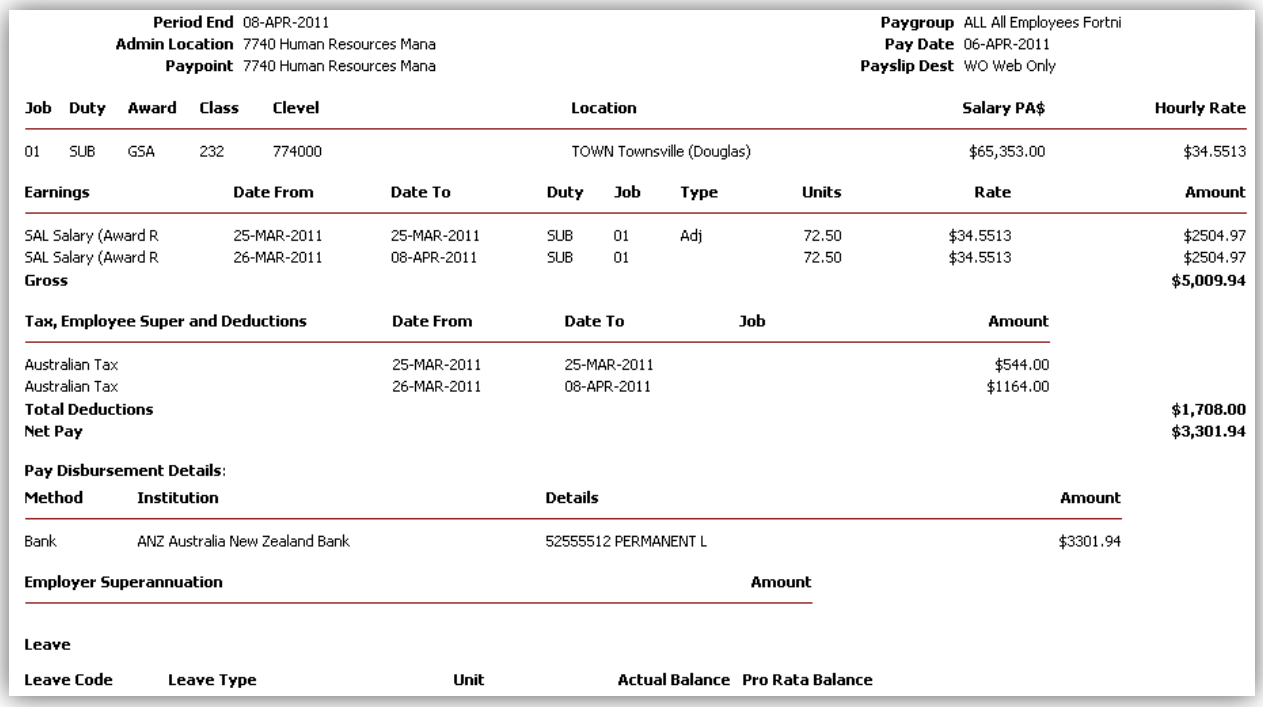
talent2

Step 5 To view a particular payslip, select the required payslip by clicking from the underlined field "Period End". The payslip will be displayed

Step 6 To view payslip in more detail click on the underlined field Detail. The detailed payslip will be displayed showing the breakdown of all payments.



Period End 08-APR-2011 **Paygroup** ALL All Employees Fortni
Admin Location 7740 Human Resources Mana **Pay Date** 06-APR-2011
Paypoint 7740 Human Resources Mana **Payslip Dest** WO Web Only

Job	Duty	Award	Class	Clevel	Location	Salary PA$	Hourly Rate
01	SUB	GSA	232	774000	TOWN Townsville (Douglas)	$65,353.00	$34.5513

Earnings	Date From	Date To	Duty	Job	Type	Units	Rate	Amount
SAL Salary (Award R	25-MAR-2011	25-MAR-2011	SUB	01	Adj	72.50	$34.5513	$2504.97
SAL Salary (Award R	26-MAR-2011	08-APR-2011	SUB	01		72.50	$34.5513	$2504.97
Gross								**$5,009.94**

Tax, Employee Super and Deductions	Date From	Date To	Job	Amount
Australian Tax	25-MAR-2011	25-MAR-2011		$544.00
Australian Tax	26-MAR-2011	08-APR-2011		$1164.00
Total Deductions				**$1,708.00**
Net Pay				**$3,301.94**

Pay Disbursement Details:

Method	Institution	Details	Amount
Bank	ANZ Australia New Zealand Bank	52555512 PERMANENT L	$3301.94

Employer Superannuation	Amount

Leave

Leave Code	Leave Type	Unit	Actual Balance	Pro Rata Balance

Step 7 View or Print Historical Payslip

Step 8 Logout of My HR Online

View and Maintain Bank Accounts

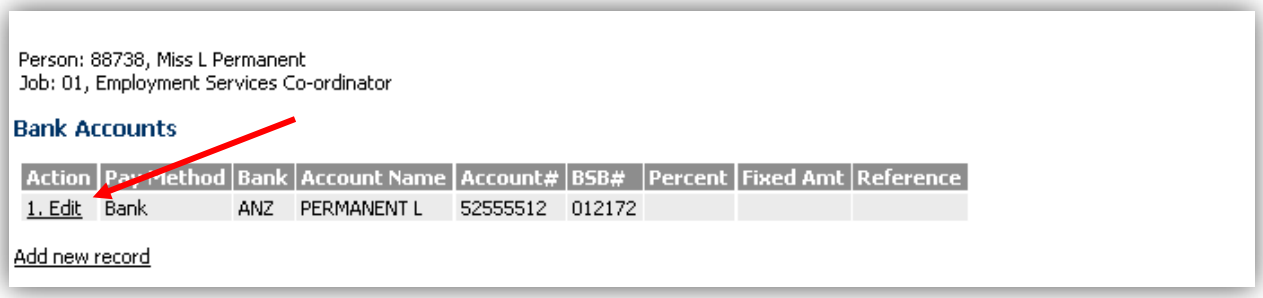
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

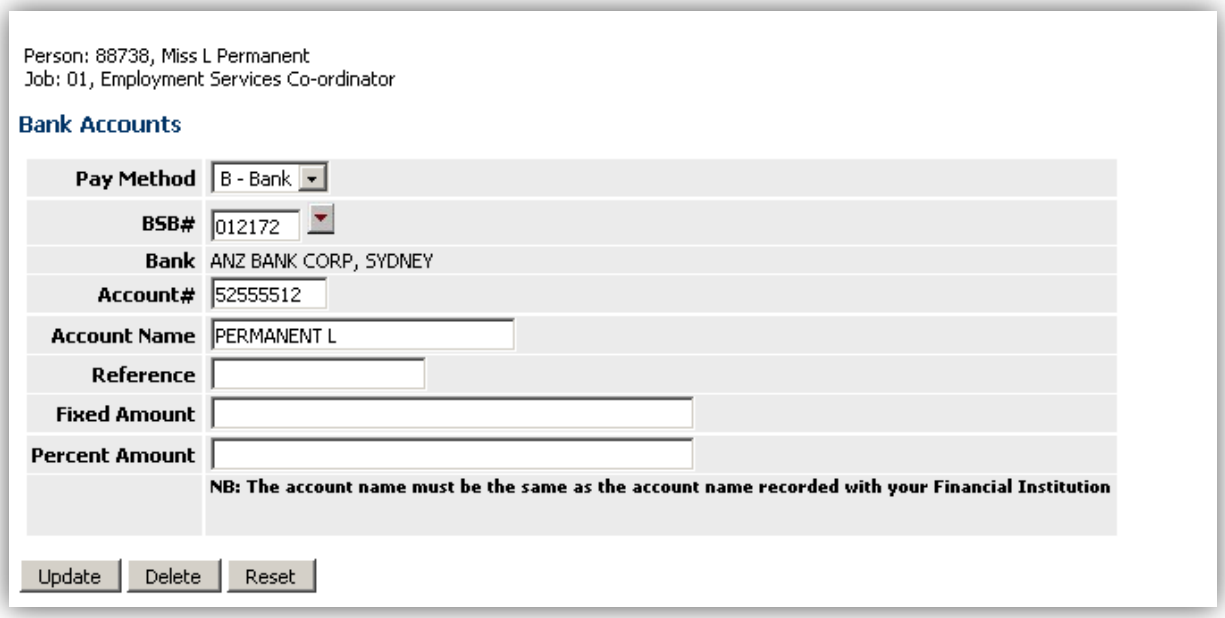
Step 3 Select Payroll Details

Step 4 Select Bank Accounts

Step 5 A list of current bank accounts will be displayed



Step 6 To change existing bank details select underlined field "Edit". The following screen will be displayed:



Step 7 Update the bank details as follows:

Pay Method: This will default to B-Bank

BSB#: Type in your Bank BSB or click on the arrow next to the field to access the list and select the relevant BSB

Account #: Enter your account number

Account Name: Your name will default here, change if required to match the account name you are having the funds deposited to

Fixed Amount: Enter the amount to be disbursed into this particular account

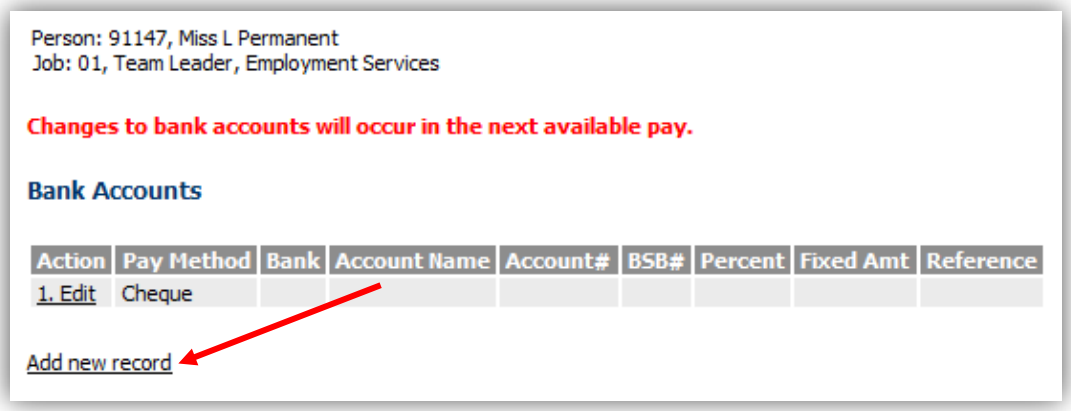
Percent Amount: Enter the amount to be disbursed as a percentage, if a value is entered in this field the Fix Amount field must be left blank

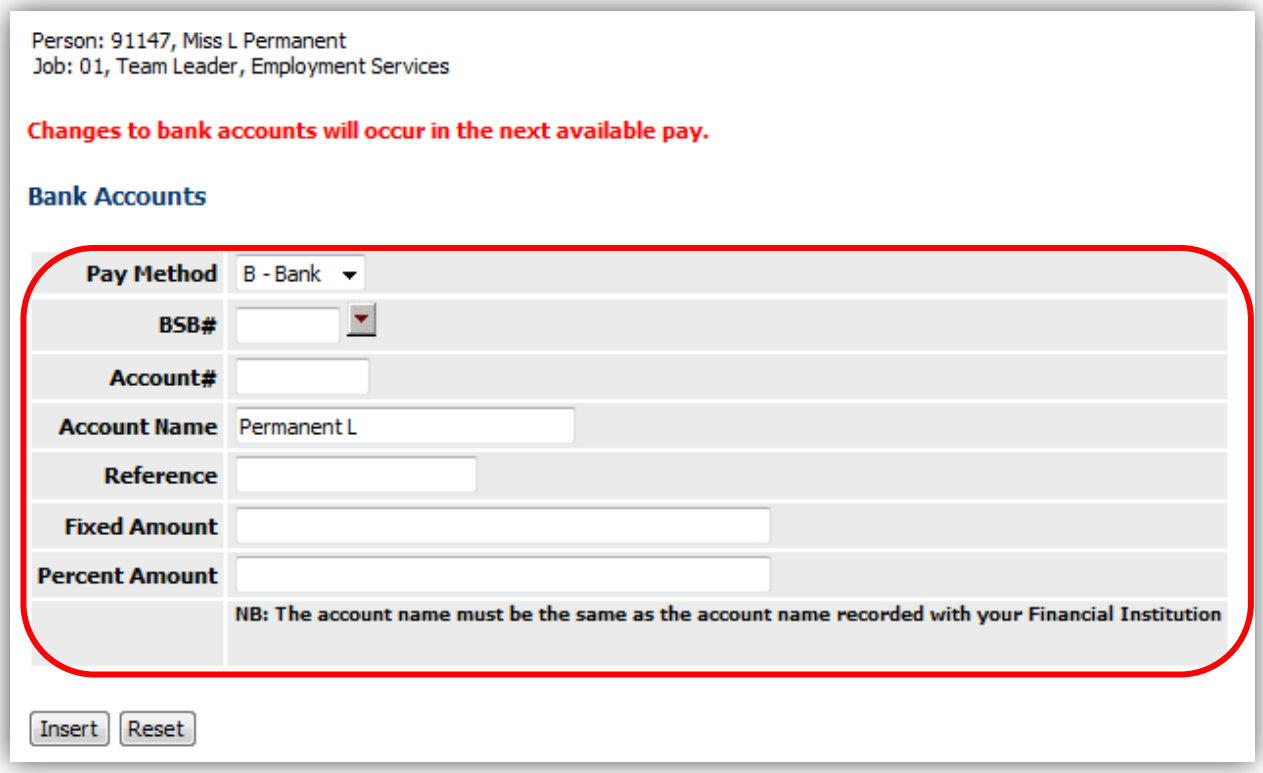
Step 8 Once the details have been entered click on the Insert button; this will generate a message to confirm the changes have been made

Step 9 Alternatively, the record may be deleted by clicking on the Delete button

Note: ***There must be one account with a blank Fixed Amount and Percent Amount for Nett Pay***

Step 10 To enter new details select "Add new record".





Step 11 Insert details then select Insert

Step 12 Logout of My HR Online

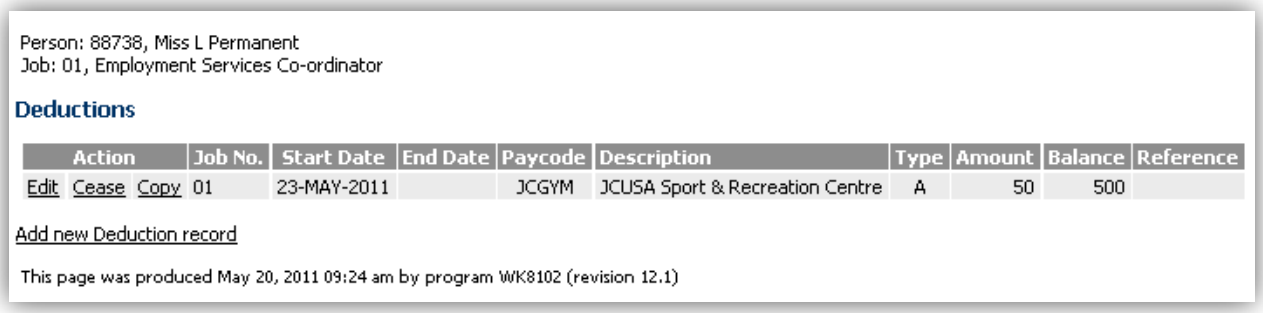
View and Maintain Current Deductions

Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Payroll Details

Step 4 Select Deductions; a list of current deductions will be displayed.



Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator

Deductions

Action	Job No.	Start Date	End Date	Paycode	Description	Type	Amount	Balance	Reference
Edit Cease Copy	01	23-MAY-2011		JCGYM	JCUSA Sport & Recreation Centre	A	50	500	

Add new Deduction record

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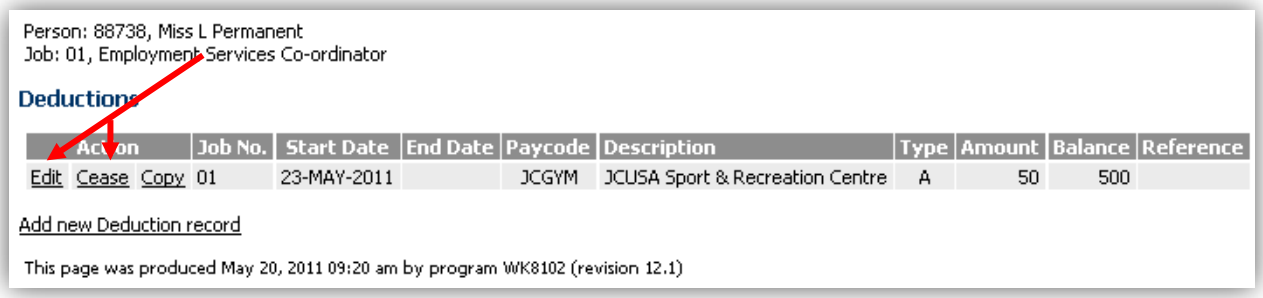
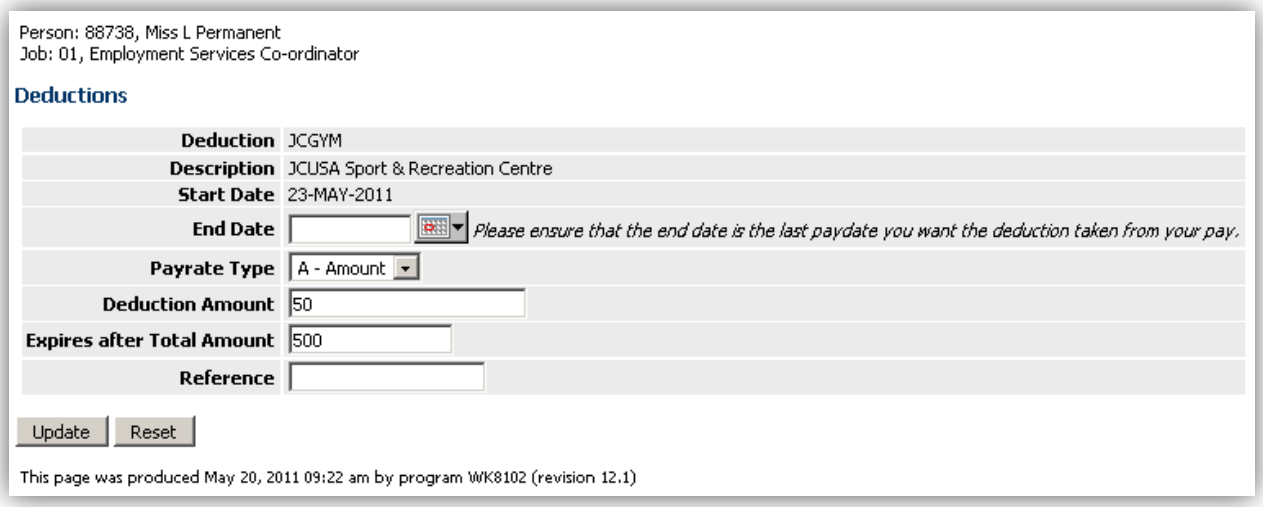
Step 5 To change your Deduction, select from the underlined fields Edit or Cease



Step 6 If you choose Edit – amend the details and select Update. Cease will cancel the deduction after confirmation.



Step 7 Logout of My HR Online

Add a new Deduction

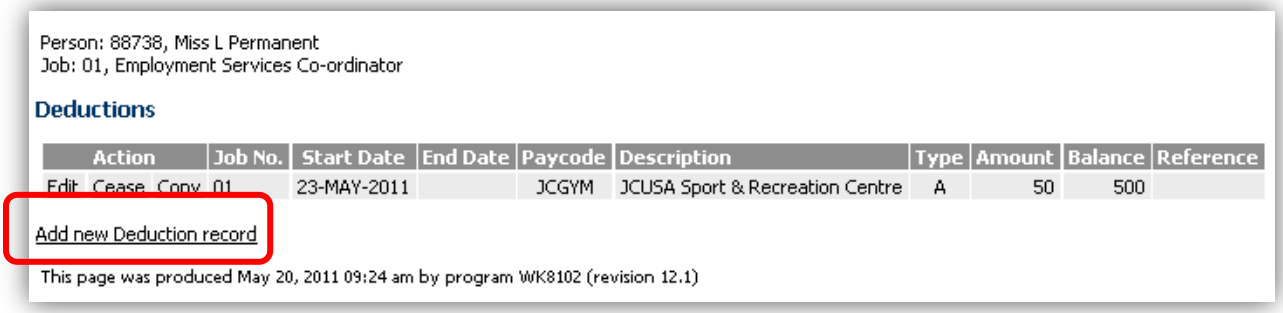
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

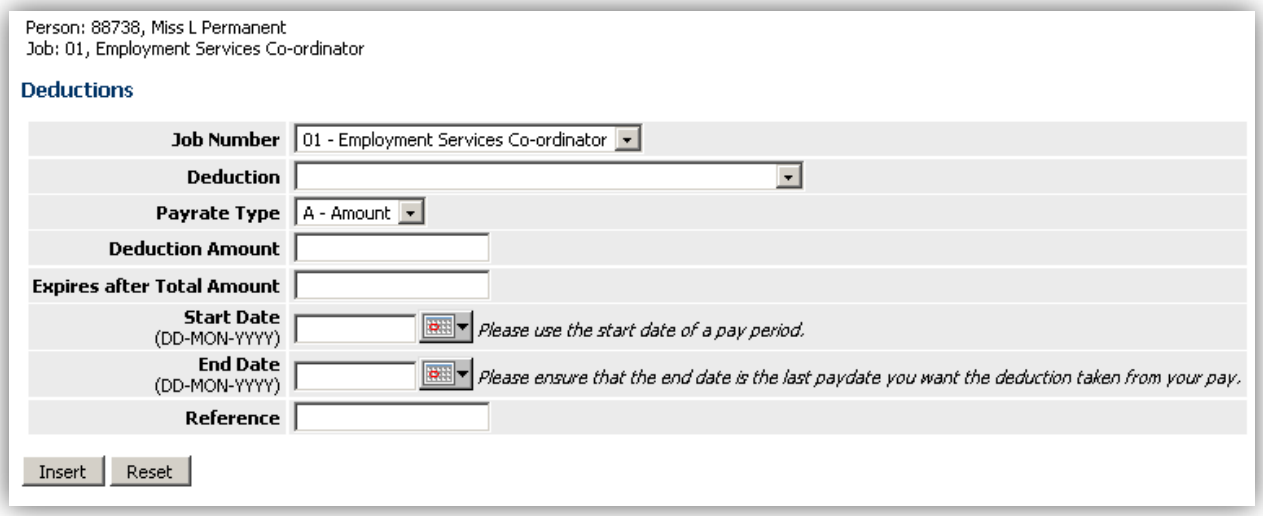
Step 3 Select Payroll Details

Step 4 Select Deductions; a list of current deductions will be displayed.

Step 5 To add a new deduction click once on the '<u>Add new Deduction record'</u> link located below the list of current deductions.



Step 6 Enter the correct details, selecting the deduction required from the drop down list.



Job Number:	Select the Job this deduction is related to.
Deduction:	Click on the drop down list to select the deduction code you would like to add from the list provided.
Pay rate Type:	The pay rate type will default to A for Amount.
Deduction Amount:	Enter the fortnightly deduction amount to two decimal places i.e. DD.CC.
Expires After Total Amount:	Enter the date the deduction should stop**.**
Enter the total amount to be applicable:	Enter total amount to be deducted. If you don't have a total amount Enter an end date in the **'End Date'** field.
Start Date:	Enter the date the deduction should start being deducted from your pay. **Note: this needs to be a pay period start date.**
End Date:	Only enter an end date if you have not completed the '**Expires after Total Amount'** field

Step 7 Select Insert & Update

Note: ***Once updated deductions will become a pending transaction until approved by Remuneration Services***

Step 8 Logout of My HR Online

View and Print Payment Summary

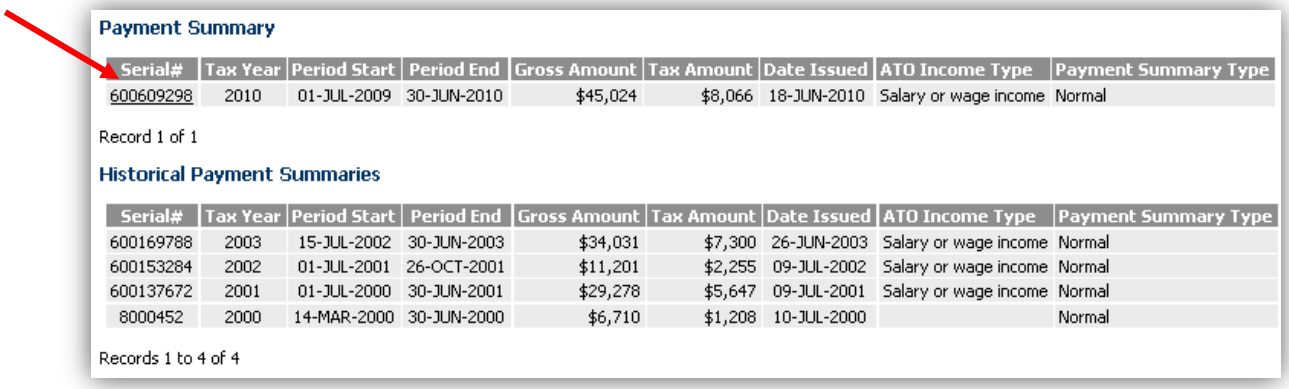
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Payroll Details

Step 4 Select Payment Summary

Step 5 Select required Summary from the underlined Serial field



Payment Summary

Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
600609298	2010	01-JUL-2009	30-JUN-2010	$45,024	$8,066	18-JUN-2010	Salary or wage income	Normal

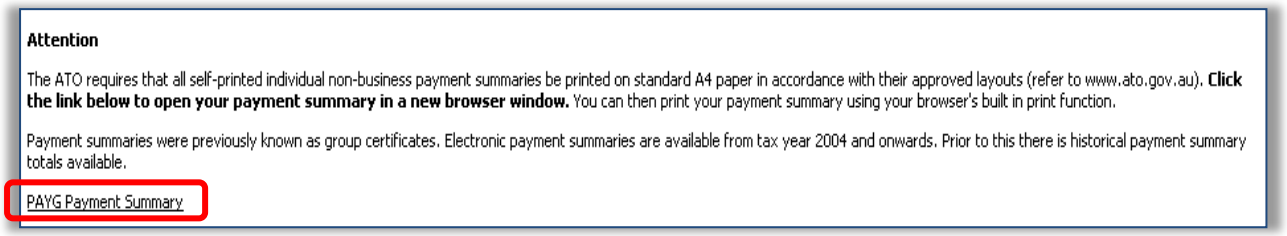
Record 1 of 1

Historical Payment Summaries

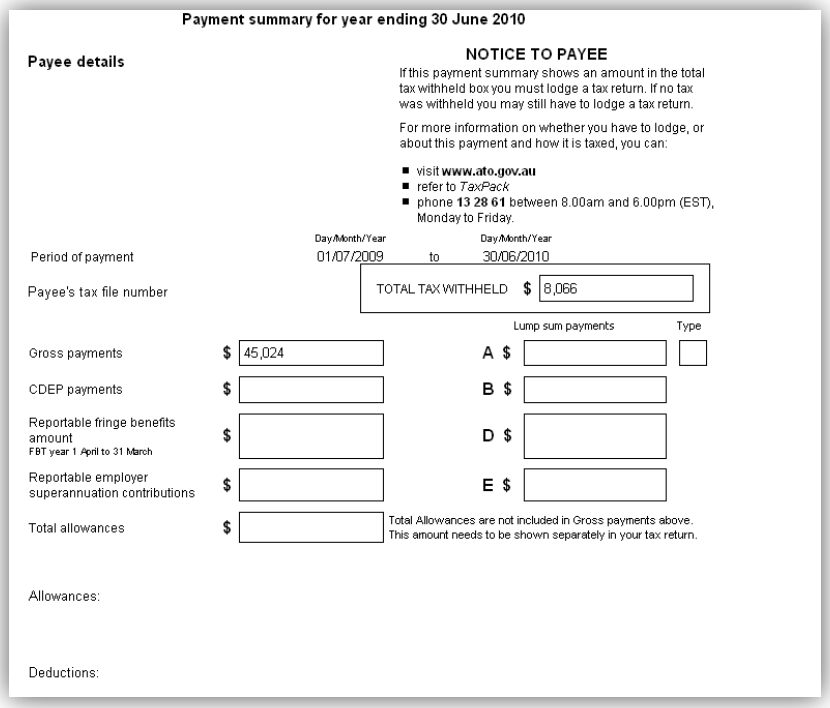
Serial#	Tax Year	Period Start	Period End	Gross Amount	Tax Amount	Date Issued	ATO Income Type	Payment Summary Type
600169788	2003	15-JUL-2002	30-JUN-2003	$34,031	$7,300	26-JUN-2003	Salary or wage income	Normal
600153284	2002	01-JUL-2001	26-OCT-2001	$11,201	$2,255	09-JUL-2002	Salary or wage income	Normal
600137672	2001	01-JUL-2000	30-JUN-2001	$29,278	$5,647	09-JUL-2001	Salary or wage income	Normal
8000452	2000	14-MAR-2000	30-JUN-2000	$6,710	$1,208	10-JUL-2000		Normal

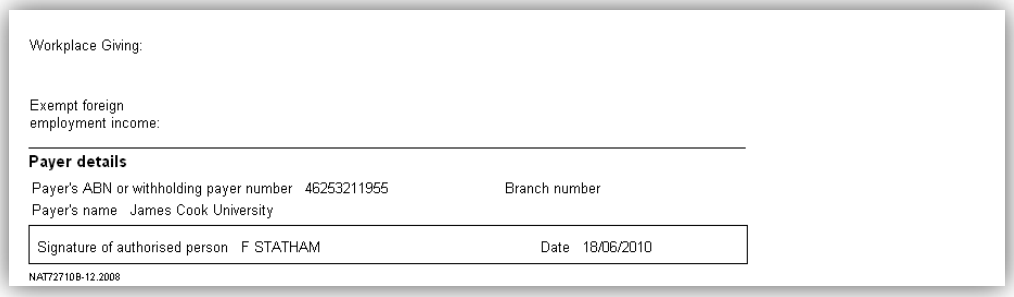
Records 1 to 4 of 4

Step 6 The following message will be displayed. Click on underlined "PAYG Payment Summary" to view payment summary and select Print.


Attention
The ATO requires that all self-printed individual non-business payment summaries be printed on standard A4 paper in accordance with their approved layouts (refer to www.ato.gov.au). Click the link below to open your payment summary in a new browser window. You can then print your payment summary using your browser's built in print function.
Payment summaries were previously known as group certificates. Electronic payment summaries are available from tax year 2004 and onwards. Prior to this there is historical payment summary totals available.
PAYG Payment Summary

Below is an example of the My HR Online Payment Summary:


Payment summary for year ending 30 June 2010
Payee details
NOTICE TO PAYEE
If this payment summary shows an amount in the total tax withheld box you must lodge a tax return. If no tax was withheld you may still have to lodge a tax return.
For more information on whether you have to lodge, or about this payment and how it is taxed, you can:
visit www.ato.gov.au
refer to TaxPack
phone 13 28 61 between 8.00am and 6.00pm (EST), Monday to Friday.
Day/Month/Year
Period of payment 01/07/2009 to 30/06/2010
Payee's tax file number
TOTAL TAX WITHHELD $ 8,066
Lump sum payments
Type
Gross payments $ 45,024
A $
CDEP payments $
B $
Reportable fringe benefits amount
FBT year 1 April to 31 March
$
D $
Reportable employer superannuation contributions $
E $
Total allowances $
Total Allowances are not included in Gross payments above. This amount needs to be shown separately in your tax return.
Allowances:
Deductions:



Step 7 Log out of My HR Online

View Employee Payment History Display

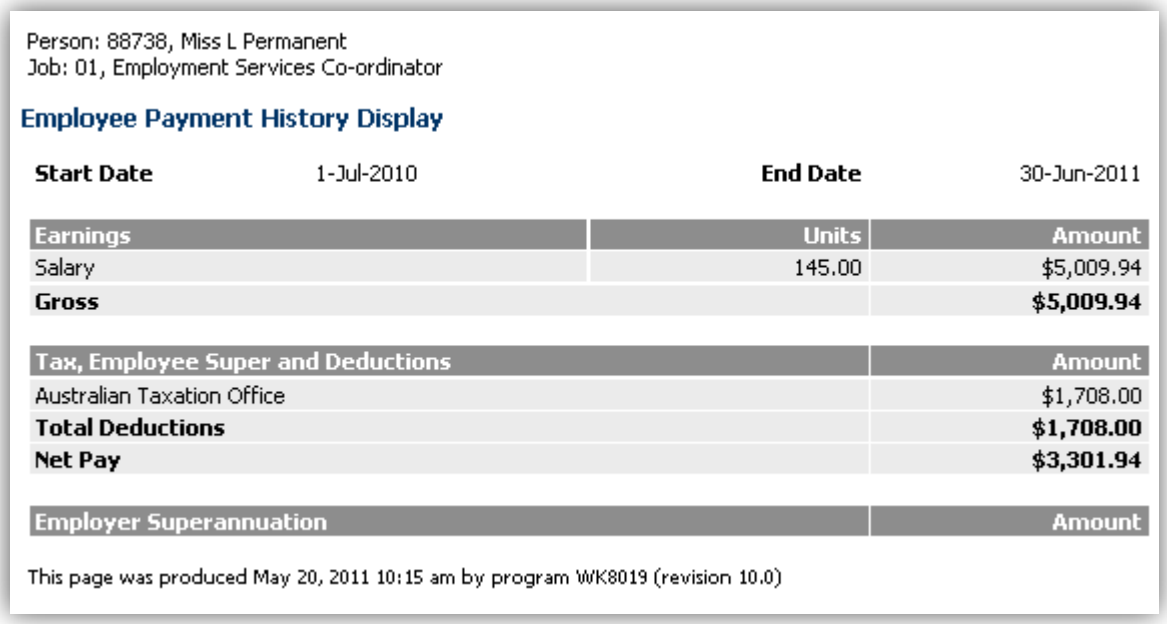
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Payroll Details

Step 4 Select Employee Payment History Display

Step 5 Select required date range or select Submit to display all. If you do not select a date range, the current financial year to date will be displayed



Person: 88738, Miss L Permanent
Job: 01, Employment Services Co-ordinator

Employee Payment History Display

Start Date 1-Jul-2010 **End Date** 30-Jun-2011

Earnings	Units	Amount
Salary	145.00	$5,009.94
Gross		**$5,009.94**

Tax, Employee Super and Deductions	Amount
Australian Taxation Office	$1,708.00
Total Deductions	**$1,708.00**
Net Pay	**$3,301.94**

Employer Superannuation	Amount

This page was produced May 20, 2011 10:15 am by program WK8019 (revision 10.0)

Step 6 Logout of My HR Online

Timesheet Menu Items

The options within this menu allow employees to access overtime and timesheet related information as well as options to view and print Timesheet History and Overtime Claim History. This includes submission of overtime claims for Part / Full Time employees and timesheets for both Casual Non-Teaching and Casual Teaching staff.

Note: ***Individual menu items will only be displayed based on an individual employment contract. All options are covered below; please refer to the relevant section for your individual requirement.***

Submitting an Overtime Claim

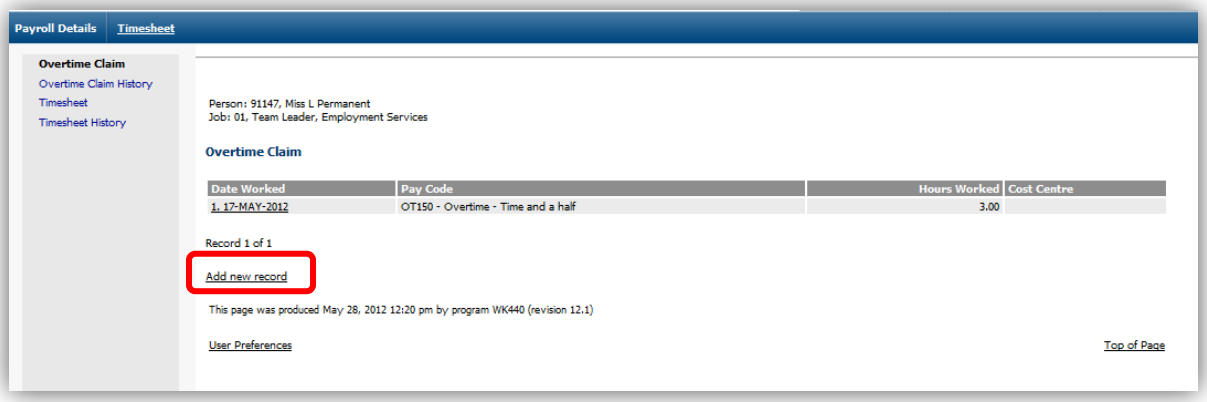
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Timesheet

Step 4 Select Overtime Claim. Any unapproved claims will be displayed.

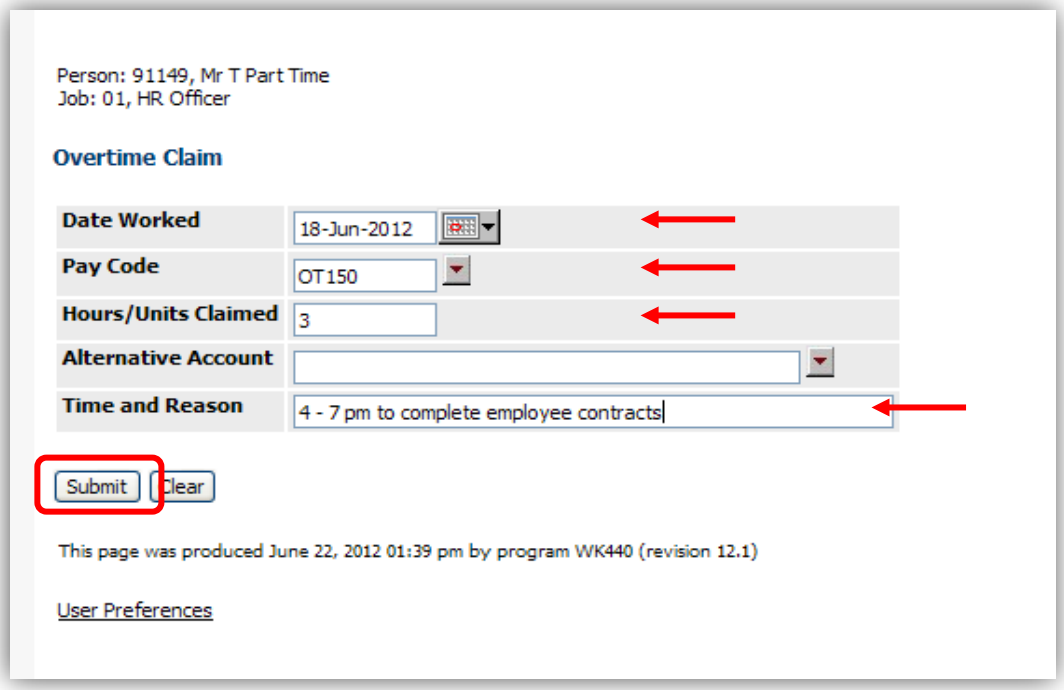
Step 5 Select Add New Record.



Step 6 Fill out the displayed form with the Date of Overtime, Pay Code and Hours Worked. In Time and Reason, the actual hours of work need to be put in along with the reason for overtime. All fields are required, except the Alternative Account.

Note: ***If unsure of which Pay Code to choose see Pay Codes Explained***

Comments should contain the Start and End Times and Reason



Step 7 Click Submit and returning to the Overtime Claim home screen will display the submitted claim

Step 8 Logout of My HR Online

Viewing Rejected Overtime Claims

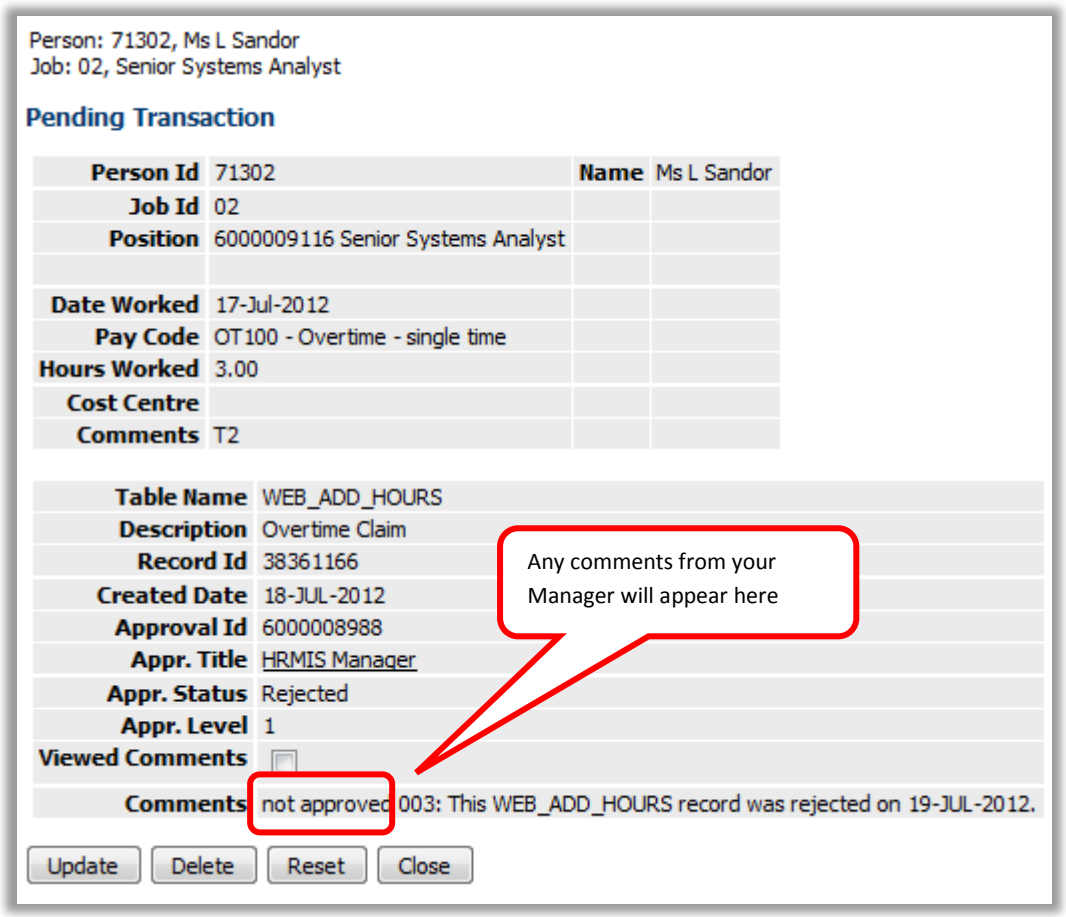
To review any Overtime Claims rejected by your Manager follow the steps below:

Step 1 Check your Home page for any rejected messages, they will appear in red. The below example shows 2 pending records have been rejected

Step 2 To read any comments your Manager may have made on the rejected item, click on the My Requests, at the top of the page

Step 3 Click on the Record ID to view any comments and the below screen will be displayed.

If Manager has made a comment it will be displayed at the bottom of the screen below:



Step 4 To make a change the rejected overtime claim will need to be deleted by clicking on Delete

Step 5 Select Overtime Claim from the Timesheet Menu and commence the process again

Overtime Claim History

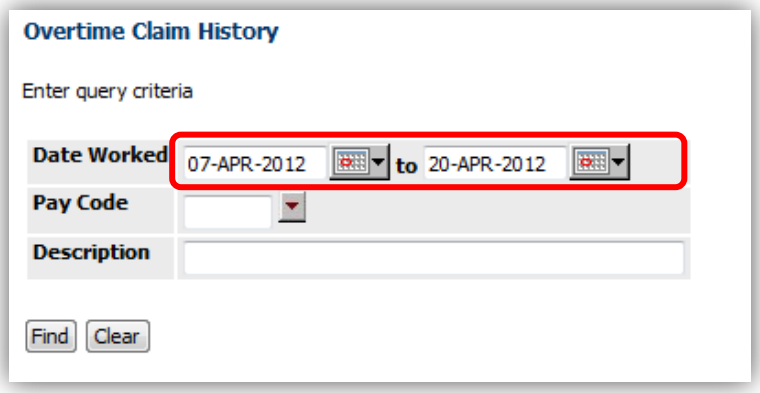
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

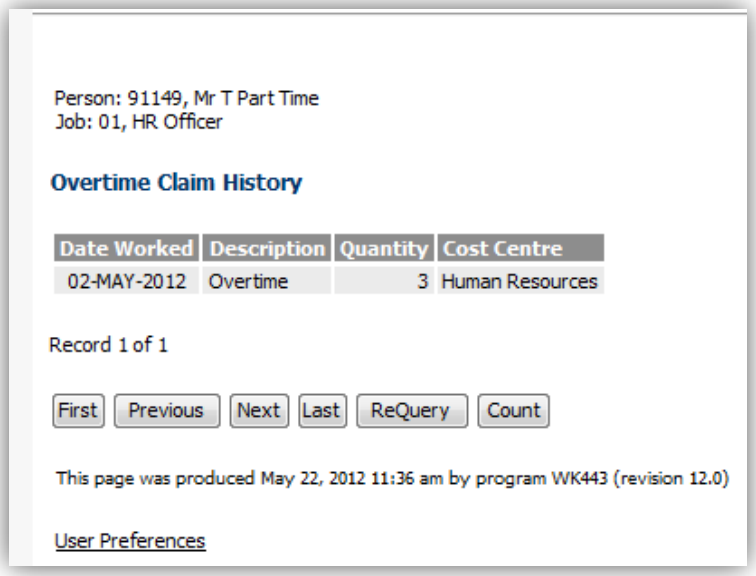
Step 3 Select Timesheet

Step 4 Select Overtime Claim History.

Step 5 Select a date period for your search and select Find. You can also refine the query by Pay Code and Description if required.



Note: ***Only approved Overtime claims will be listed.***



Step 6 Logout of My HR Online

Submitting a New Timesheet for Casual Non-Teaching Staff

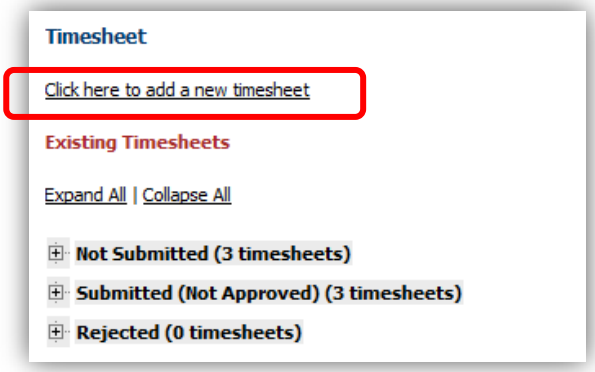
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

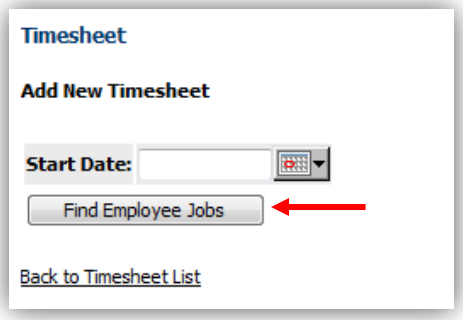
Step 3 Select Timesheet

Step 4 Select Timesheets. This is to be used by Casual Staff who are being paid on an hourly basis.

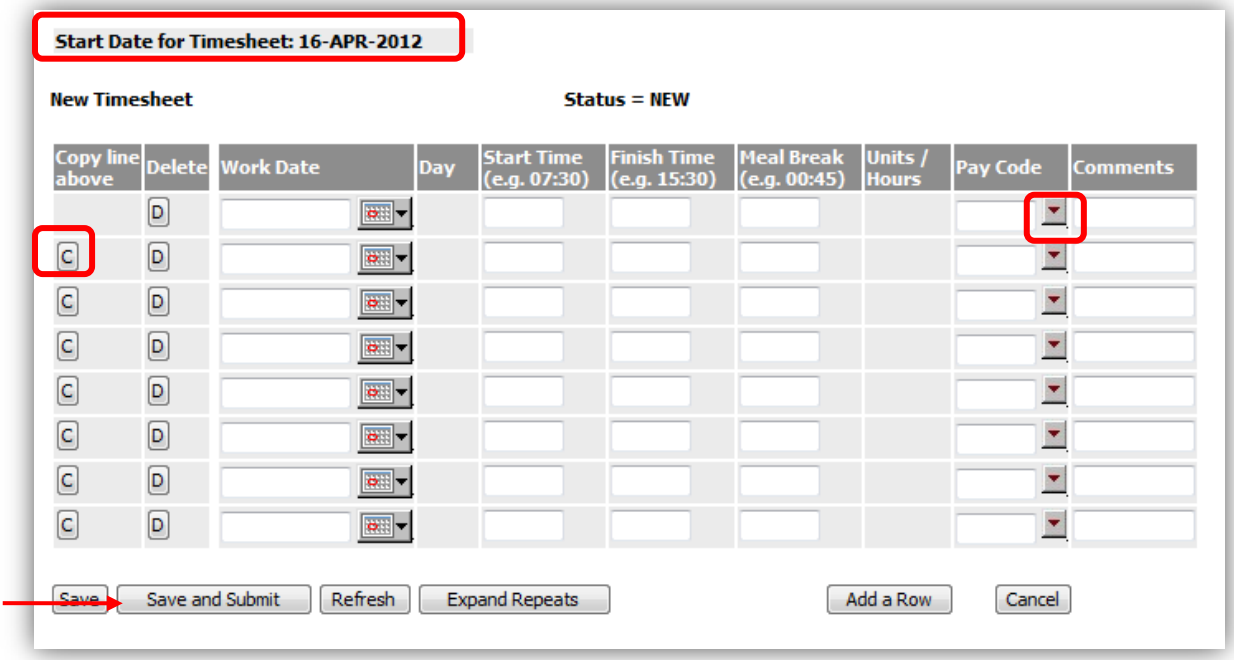
Step 5 Select Add New Timesheet.



Step 6 Define a start date for the pay period required. You cannot claim before this specified date or in advance of the current date. Click Find Employee Jobs.



Step 7 Enter the dates worked from the selected start date, including start and finish times (in 24 hour clock 00:00), length of meal breaks (in minutes 00:00) and any comments required. Select pay code form drop down list. See List of Pay Codes Explained for more details. There is a function on the left hand side for copying the above line if details are the same on different days. Please note that the date may need to be adjusted in this instance.

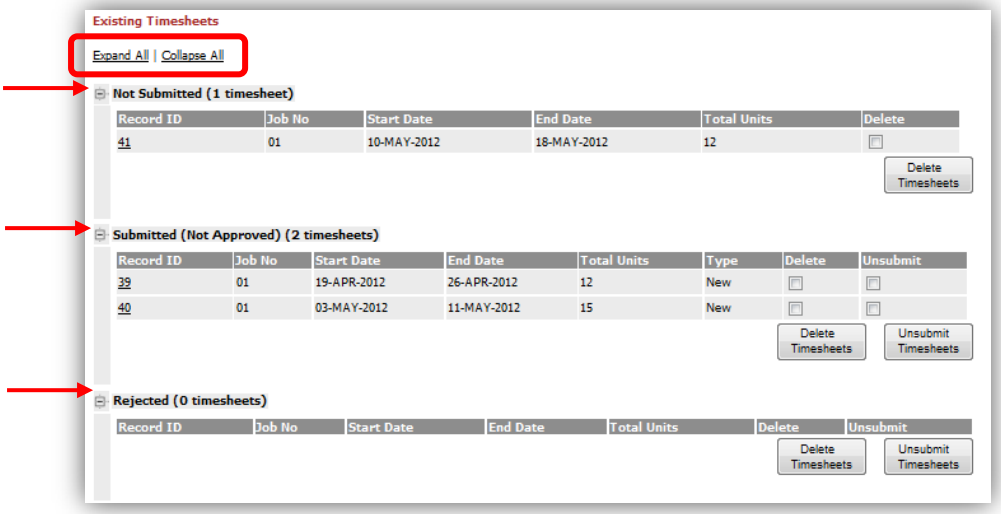


Step 8 Clicking Save will retain the details for a later submission. To submit this timesheet for approval, click the Save and Submit button.

Step 9 Logout of My HR Online

Viewing Existing Timesheets

On the Timesheet front page, there are options to Delete, Unsubmit or View any timesheet that has been saved for submission or rejected. To find out whether a timesheet has been submitted for approval or rejected, access Existing Timesheets by clicking Expand All.

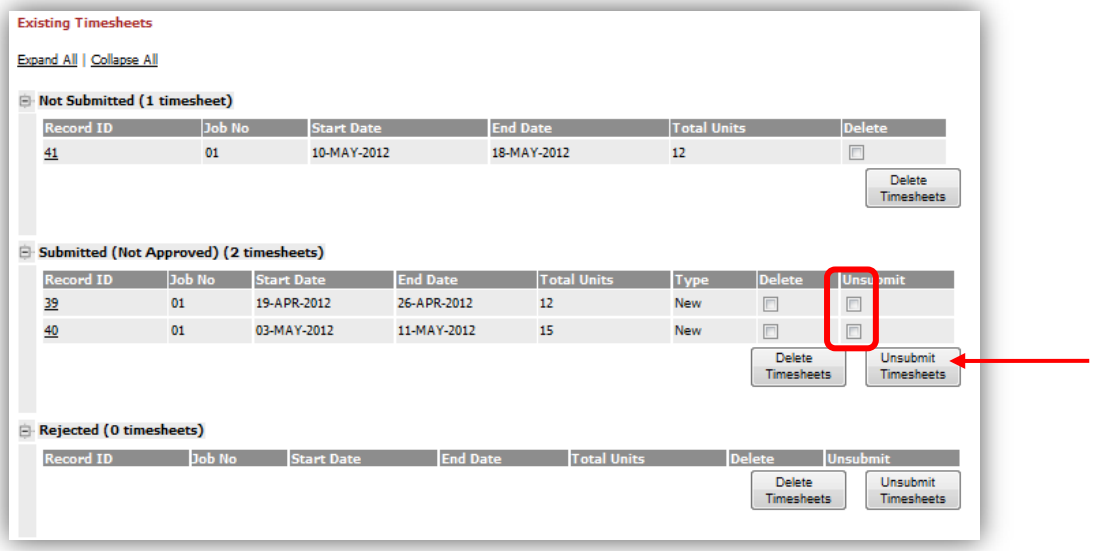


Changing Timesheets (Not submitted)

You can view and change any Timesheet that has not been submitted by selecting the Record ID. Any changes can be done and the timesheet can be Saved again or Submitted at this time.

Changing Timesheets (Submitted)

Before any editing of a Timesheet that has been submitted (but not approved) can occur, the timesheet must be unsubmitted by checking the Unsubmit box on the right hand side and selecting the Unsubmit Timesheet option. This will move the timesheet up to the Not Submitted pane. Changes can then be made and the timesheet Saved again or Submitted at this time.



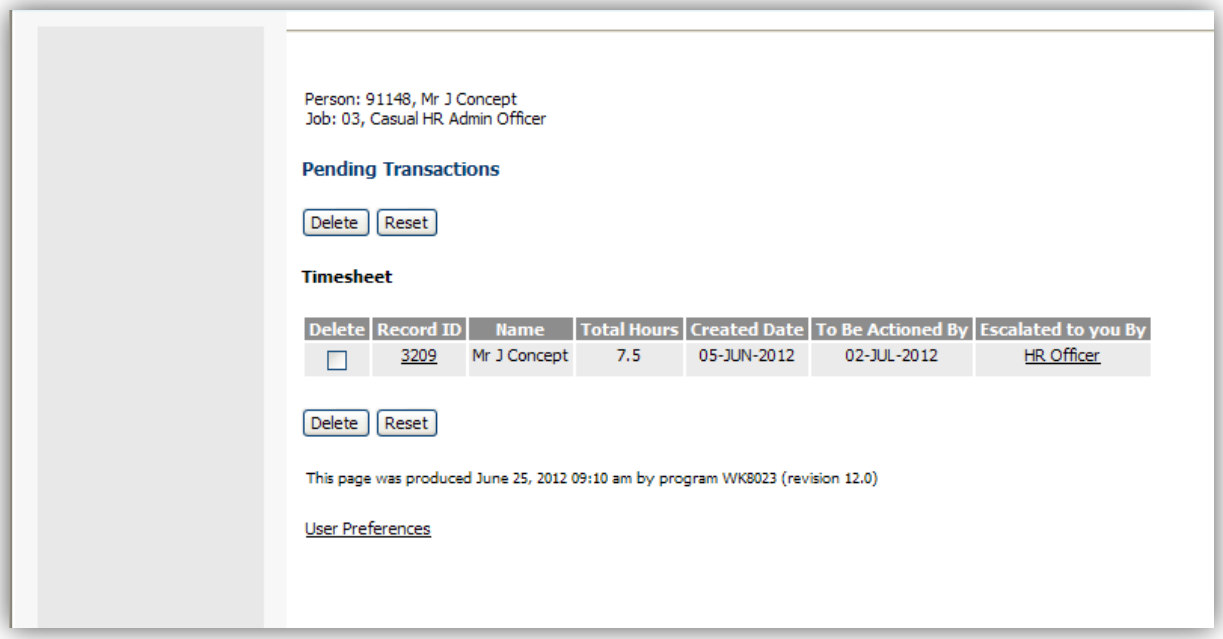
Changing Rejected Timesheets

Timesheets that have been rejected by your Manager can be viewed, changed where necessary and resubmitted for approval.

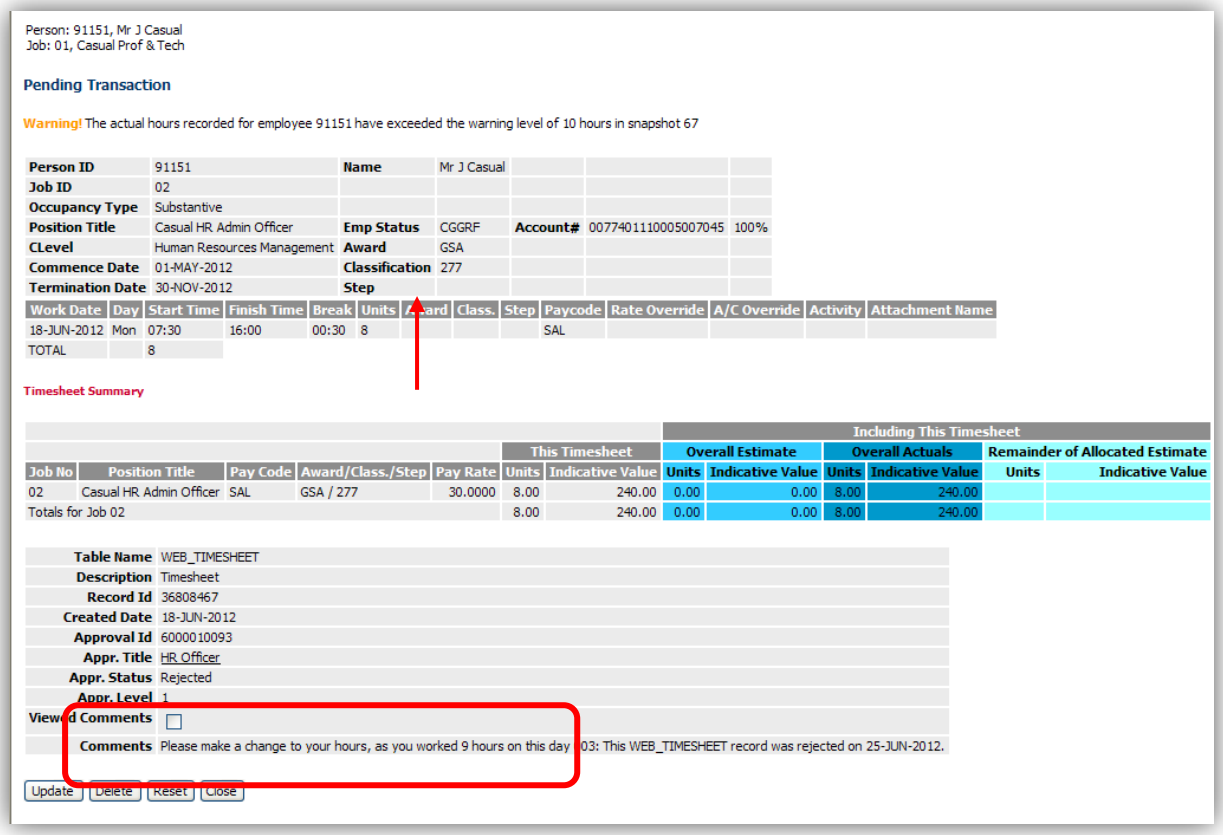
Step 1 Check your Home page for any messages, they will appear in red. The below example shows 2 pending records have been rejected

Step 2 To read any comments your Manager may have made on the rejected item, click on the My Requests, at the top of the page

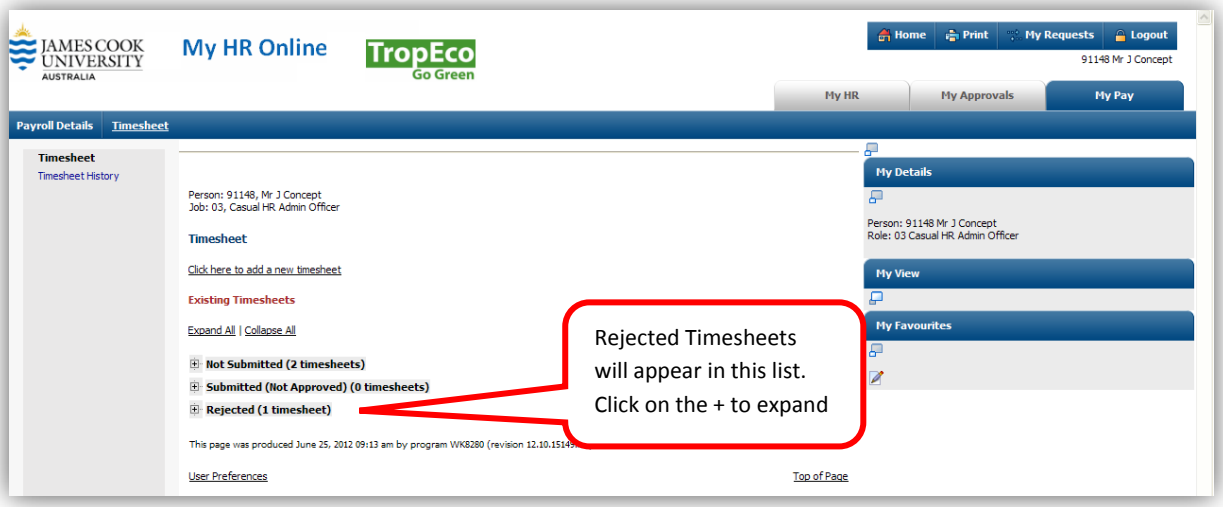
Step 3 Click on the Record ID to view any comments from your Manager

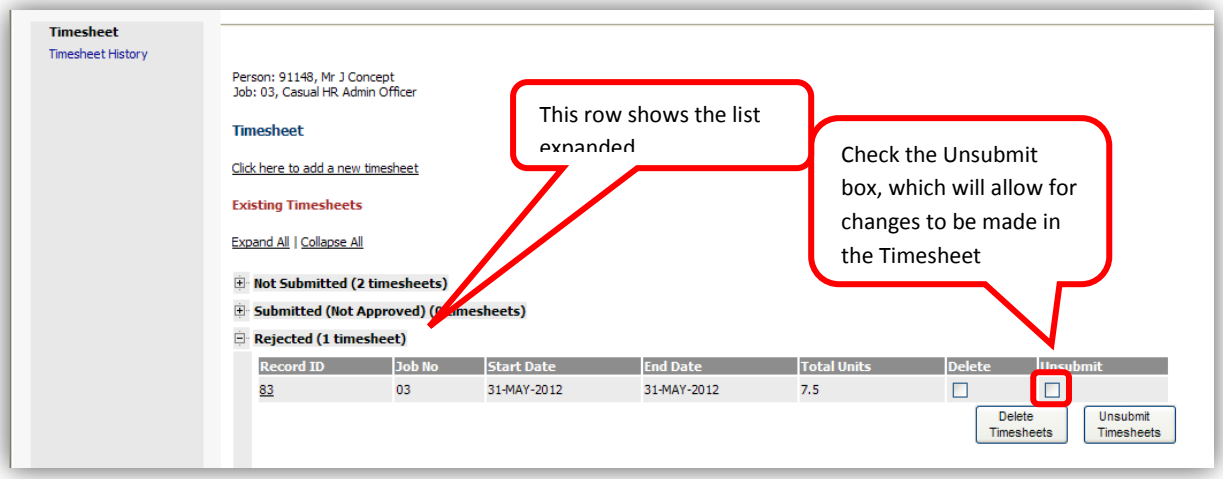


The screen below will be displayed. See comments field at the bottom of the screen

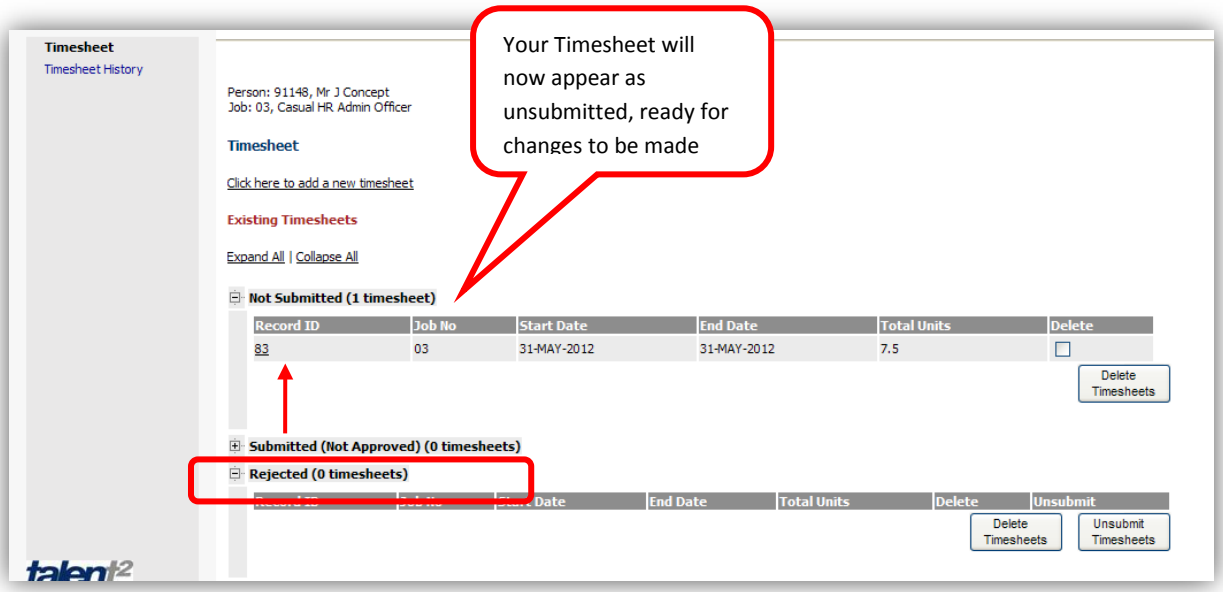

Person: 91151, Mr J Casual
Job: 01, Casual Prof & Tech
Pending Transaction
Warning! The actual hours recorded for employee 91151 have exceeded the warning level of 10 hours in snapshot 67
Person ID 91151 Name Mr J Casual
Job ID 02
Occupancy Type Substantive
Position Title Casual HR Admin Officer Emp Status CGGRF Account# 0077401110005007045 100%
CLevel Human Resources Management Award GSA
Commence Date 01-MAY-2012 Classification 277
Termination Date 30-NOV-2012 Step
Work Date Day Start Time Finish Time Break Units Class. Step Paycode Rate Override A/C Override Activity Attachment Name
18-JUN-2012 Mon 07:30 16:00 00:30 8 SAL
TOTAL 8
Timesheet Summary
Including This Timesheet
This Timesheet Overall Estimate Overall Actuals Remainder of Allocated Estimate
Job No Position Title Pay Code Award/Class./Step Pay Rate Units Indicative Value Units Indicative Value Units Indicative Value Units Indicative Value
02 Casual HR Admin Officer SAL GSA / 277 30.0000 8.00 240.00 0.00 0.00 8.00 240.00
Totals for Job 02 8.00 240.00 0.00 0.00 8.00 240.00
Table Name WEB_TIMESHEET
Description Timesheet
Record Id 36808467
Created Date 18-JUN-2012
Approval Id 6000010093
Appr. Title HR Officer
Appr. Status Rejected
Appr. Level 1
Viewed Comments
Comments Please make a change to your hours, as you worked 9 hours on this day 03: This WEB_TIMESHEET record was rejected on 25-JUN-2012.
Update Delete Reset Close

Step 4 Click on Timesheet Menu Item to view your Rejected Timesheet and expand the list


JAMES COOK UNIVERSITY AUSTRALIA
My HR Online
TropEco Go Green
Home Print My Requests Logout
91148 Mr J Concept
My HR My Approvals My Pay
Payroll Details Timesheet
Timesheet
Timesheet History
Person: 91148, Mr J Concept
Job: 03, Casual HR Admin Officer
Timesheet
Click here to add a new timesheet
Existing Timesheets
Expand All | Collapse All
Not Submitted (2 timesheets)
Submitted (Not Approved) (0 timesheets)
Rejected (1 timesheet)
Rejected Timesheets will appear in this list. Click on the + to expand
My Details
Person: 91148 Mr J Concept
Role: 03 Casual HR Admin Officer
My View
My Favourites
User Preferences
Top of Page



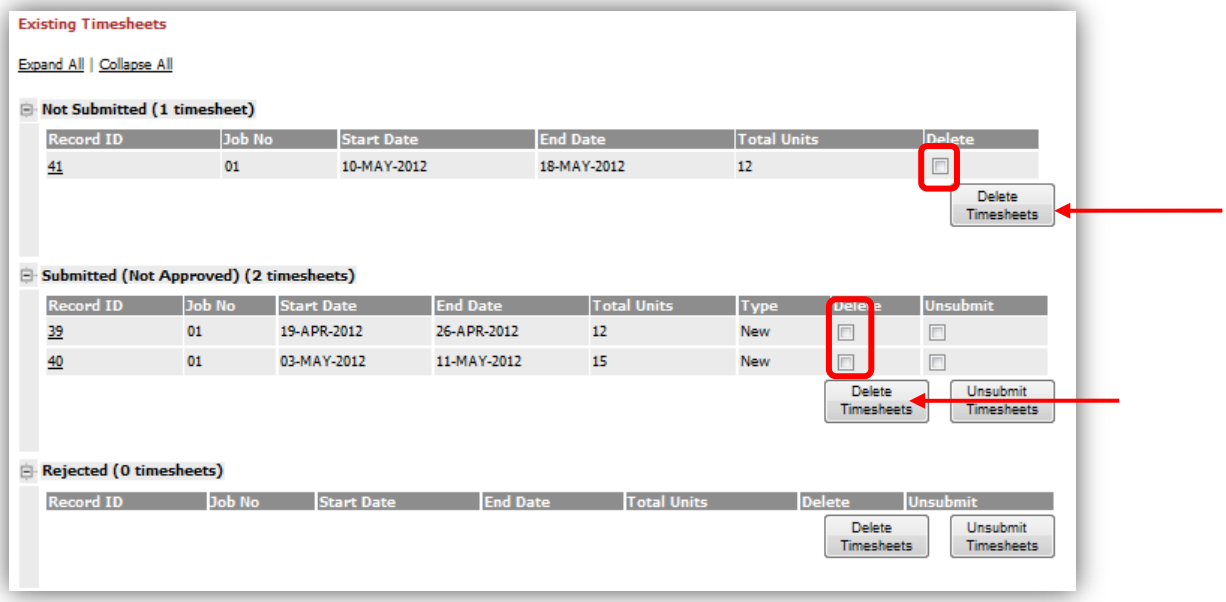
Step 5 Once you have checked the Unsubmit box, the Timesheet will automatically take this Timesheet out of the Rejected Items list and appear in the Not Submitted list – see below example



Step 6 Click on the Record ID to make any changes to your Timesheet. Once your changes have been made, save and submit for approval

Deleting a Timesheet

A timesheet can be deleted by checking the Delete box on the right hand side and selecting the Delete Timesheets option



Submitting New Timesheets for Casual Teaching Staff

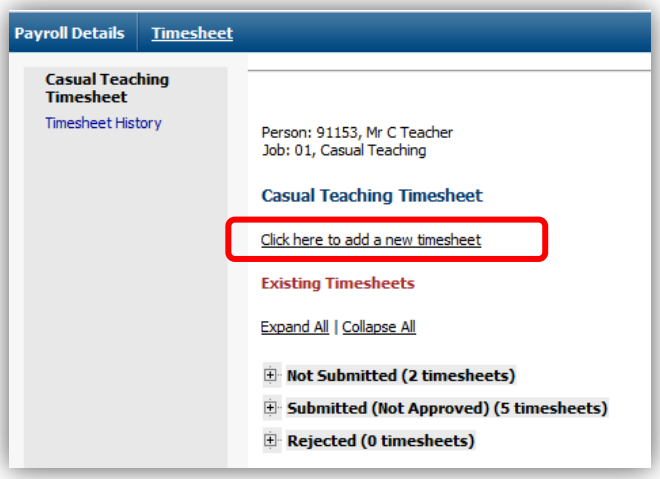
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Timesheet

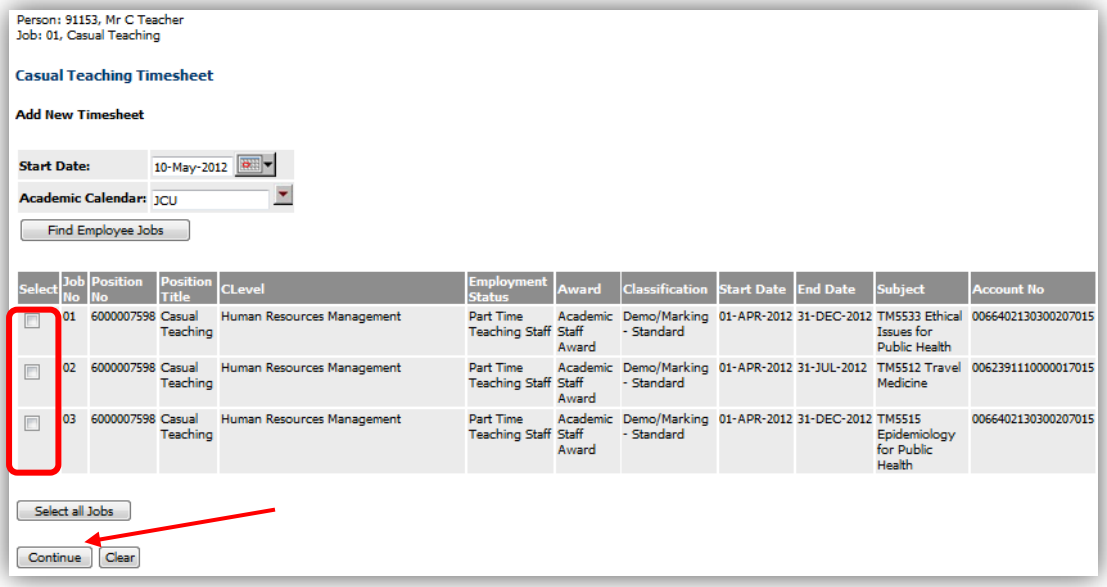
Step 4 Select Casual Teaching Timesheet.

Step 5 Select Add New Timesheet.

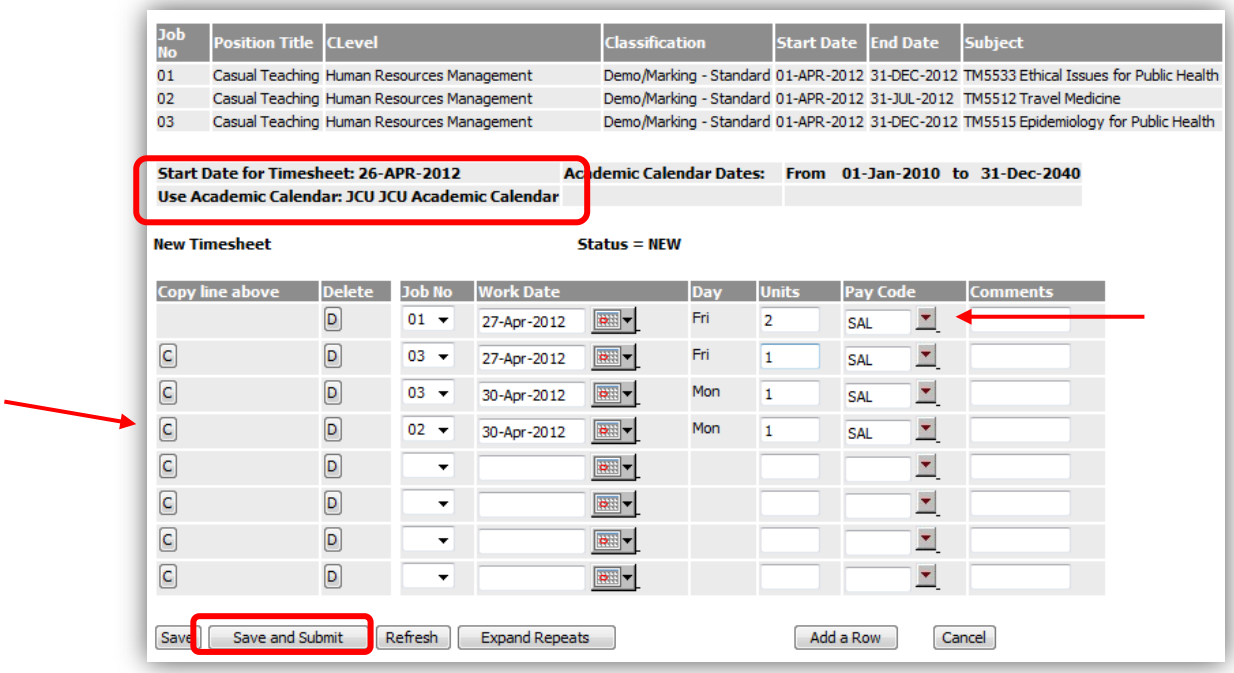


Step 6 Define a start date for the pay period required. Please note, you cannot claim before this specified date or in advance of the current date. Also select an Academic Calender and then select Find Employee Jobs.

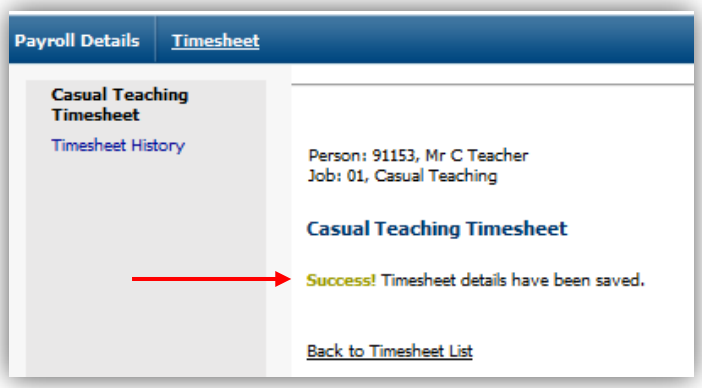
Step 7 All current jobs will be listed. A selection can be made via the checked box on the Left hand side or there is a Select all Jobs option directly below the list. After this selection, choose Continue.



Step 8 Enter the dates worked from the selected start date, including Job number, Units, Pay Code and any comments required. There is a function on the left hand side for copying the above line if details are the same on different days. Please note that the date may need to be adjusted in this instance.



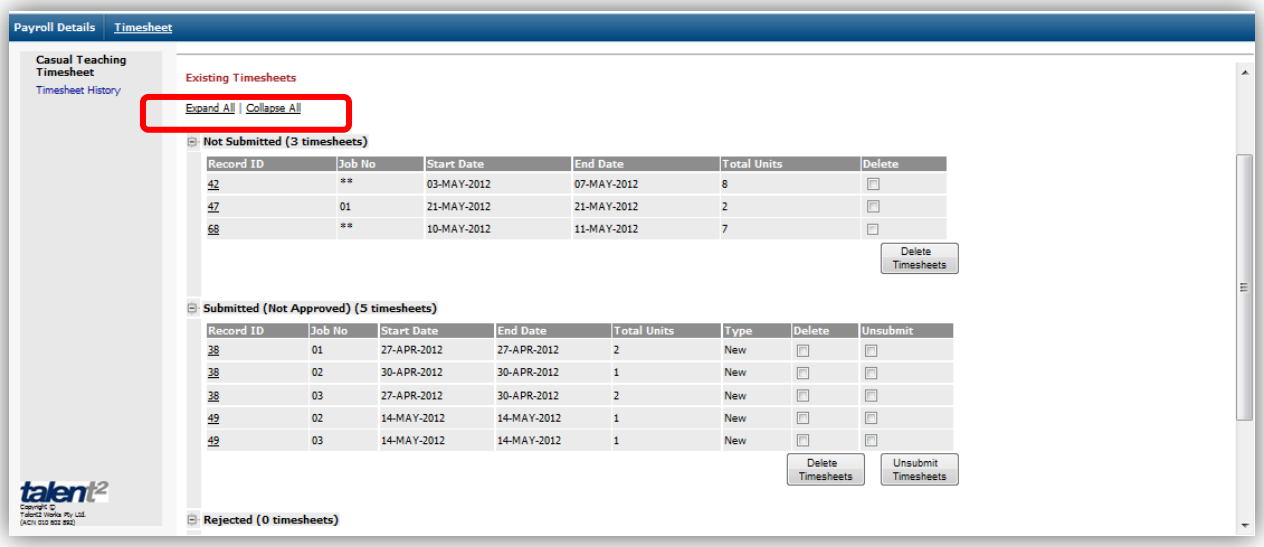
Step 9 Clicking Save will retain the details for a later submission. To submit this timesheet for approval, click the Save and Submit button. A return message below will advise that the submission is successful.



Step 10 Logout of My HR Online.

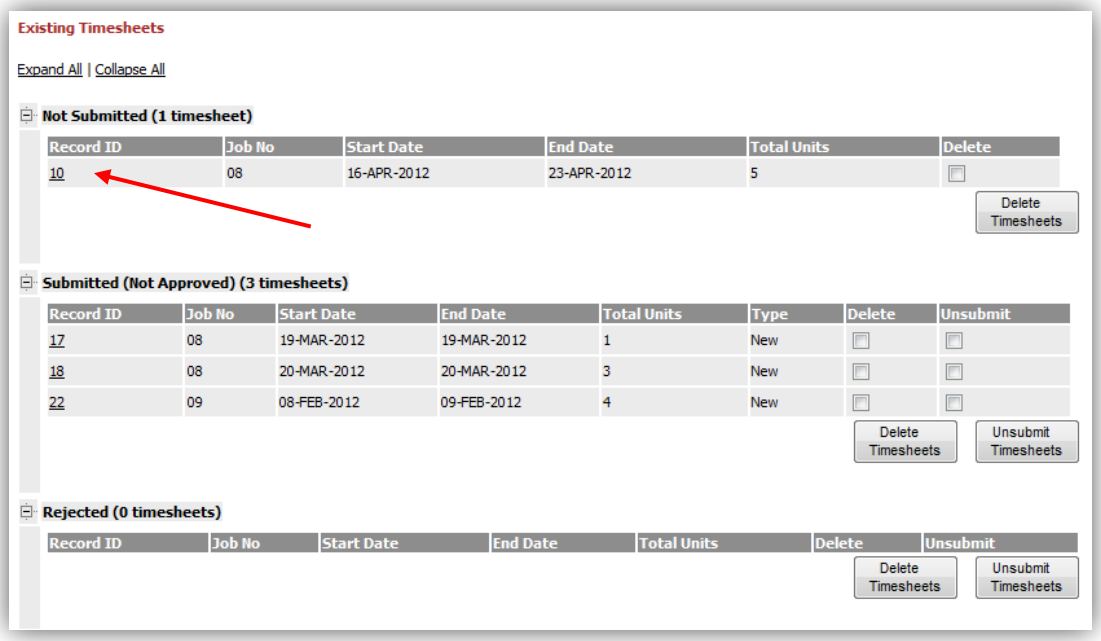
Viewing Existing Timesheets

To access Existing Timesheets through the Casual Teaching Timesheet front page, click Expand All. There are options here to view Unbsubmitted, Submitted and Rejected timesheets, as well as to Delete or Unsubmit any timesheet that has been saved for submission or rejected.


Payroll Details
Timesheet
Casual Teaching Timesheet
Timesheet History
Existing Timesheets
Expand All | Collapse All
Not Submitted (3 timesheets)
Record ID | Job No | Start Date | End Date | Total Units | Delete
42 | ** | 03-MAY-2012 | 07-MAY-2012 | 8
47 | 01 | 21-MAY-2012 | 21-MAY-2012 | 2
68 | ** | 10-MAY-2012 | 11-MAY-2012 | 7
Delete Timesheets
Submitted (Not Approved) (5 timesheets)
Record ID | Job No | Start Date | End Date | Total Units | Type | Delete | Unsubmit
38 | 01 | 27-APR-2012 | 27-APR-2012 | 2 | New
38 | 02 | 30-APR-2012 | 30-APR-2012 | 1 | New
38 | 03 | 27-APR-2012 | 30-APR-2012 | 2 | New
49 | 02 | 14-MAY-2012 | 14-MAY-2012 | 1 | New
49 | 03 | 14-MAY-2012 | 14-MAY-2012 | 1 | New
Delete Timesheets
Unsubmit Timesheets
Rejected (0 timesheets)

Changing Timesheets (Not submitted)

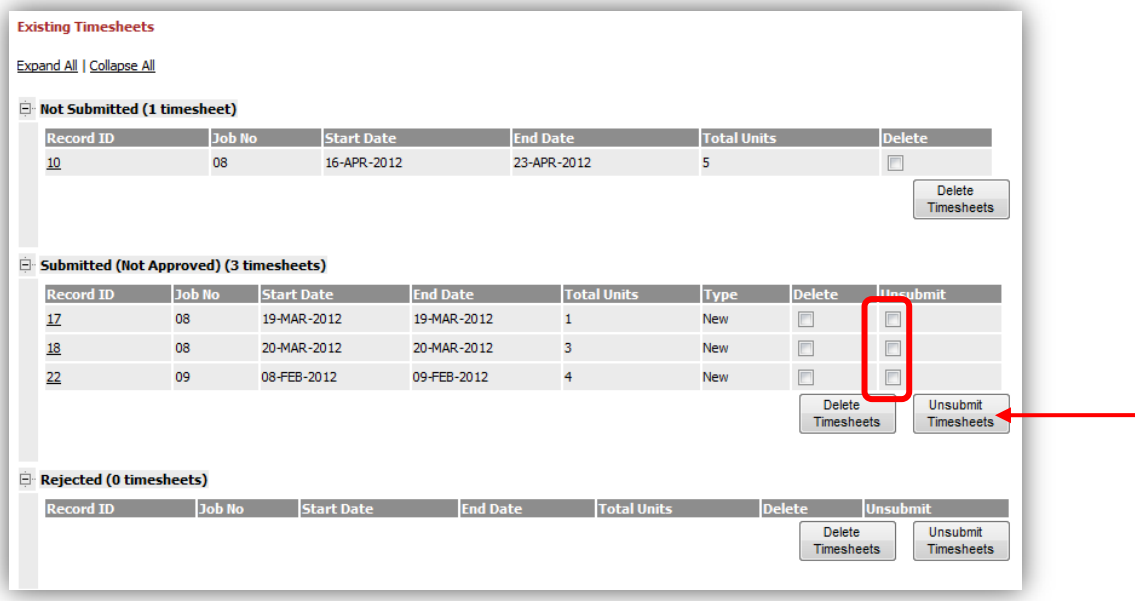
You can view and change any Timesheet that has not been submitted by selecting the Record ID. Any changes can be done and the timesheet can be Saved again or Submitted at this time.


Existing Timesheets
Expand All | Collapse All
Not Submitted (1 timesheet)
Record ID | Job No | Start Date | End Date | Total Units | Delete
10 | 08 | 16-APR-2012 | 23-APR-2012 | 5
Delete Timesheets
Submitted (Not Approved) (3 timesheets)
Record ID | Job No | Start Date | End Date | Total Units | Type | Delete | Unsubmit
17 | 08 | 19-MAR-2012 | 19-MAR-2012 | 1 | New
18 | 08 | 20-MAR-2012 | 20-MAR-2012 | 3 | New
22 | 09 | 08-FEB-2012 | 09-FEB-2012 | 4 | New
Delete Timesheets
Unsubmit Timesheets
Rejected (0 timesheets)
Record ID | Job No | Start Date | End Date | Total Units | Delete | Unsubmit
Delete Timesheets
Unsubmit Timesheets

Changing Timesheets (Submitted)

Before any editing of a Timesheet that has been submitted (but not approved) can occur, the timesheet must be unsubmitted by checking the Unsubmit box on the right hand side and selecting the Unsubmit Timesheet option. This will move the timesheet up to the Not Submitted pane. Changes can then be made and the timesheet Saved or Saved and Submitted.

Note: Any changes after a timesheet has been approved will have to go through Remuneration Services via the Line Manage

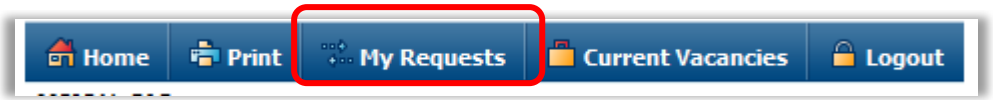


Changing Rejected Timesheets

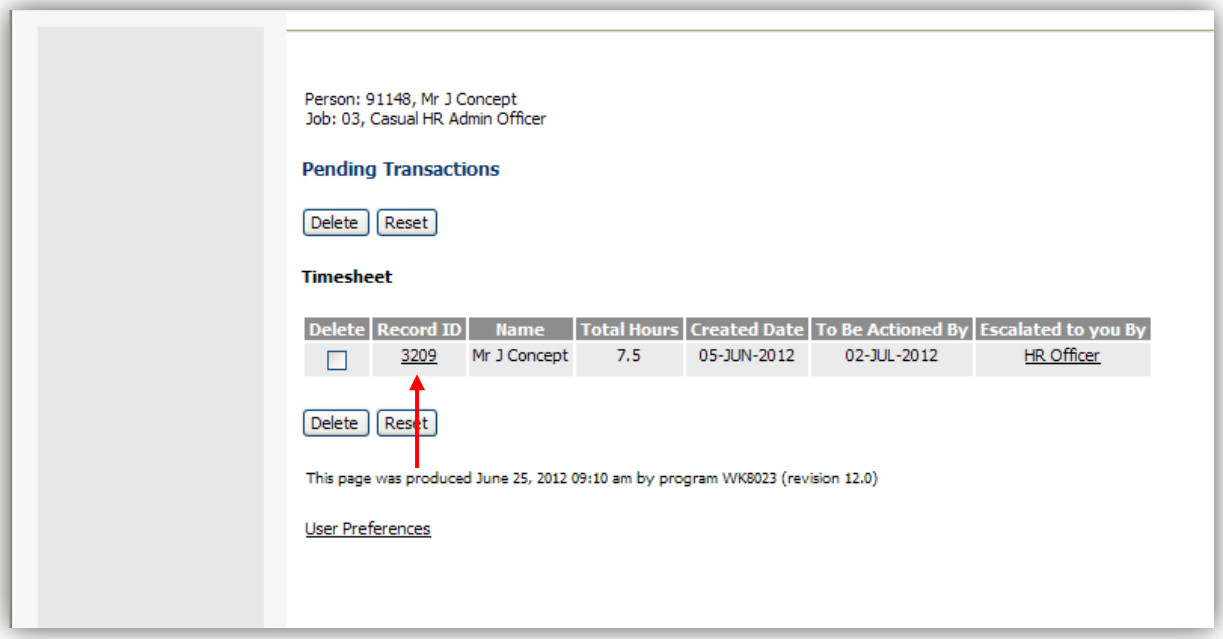
Timesheets that have been rejected by your Manager can be viewed, changed where necessary and resubmitted for approval.

Step 1 Check your Home page for any messages, they will appear in red. The below example shows 2 pending records have been rejected

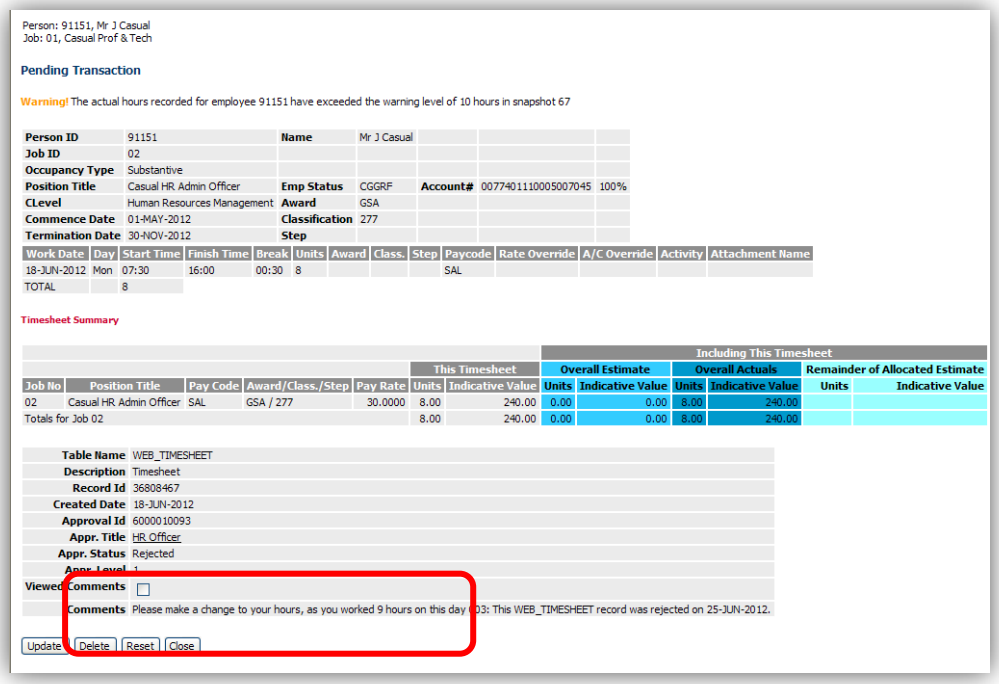
Step 2 To read any comments your Manager may have made on the rejected item, click on the My Requests, at the top of the page



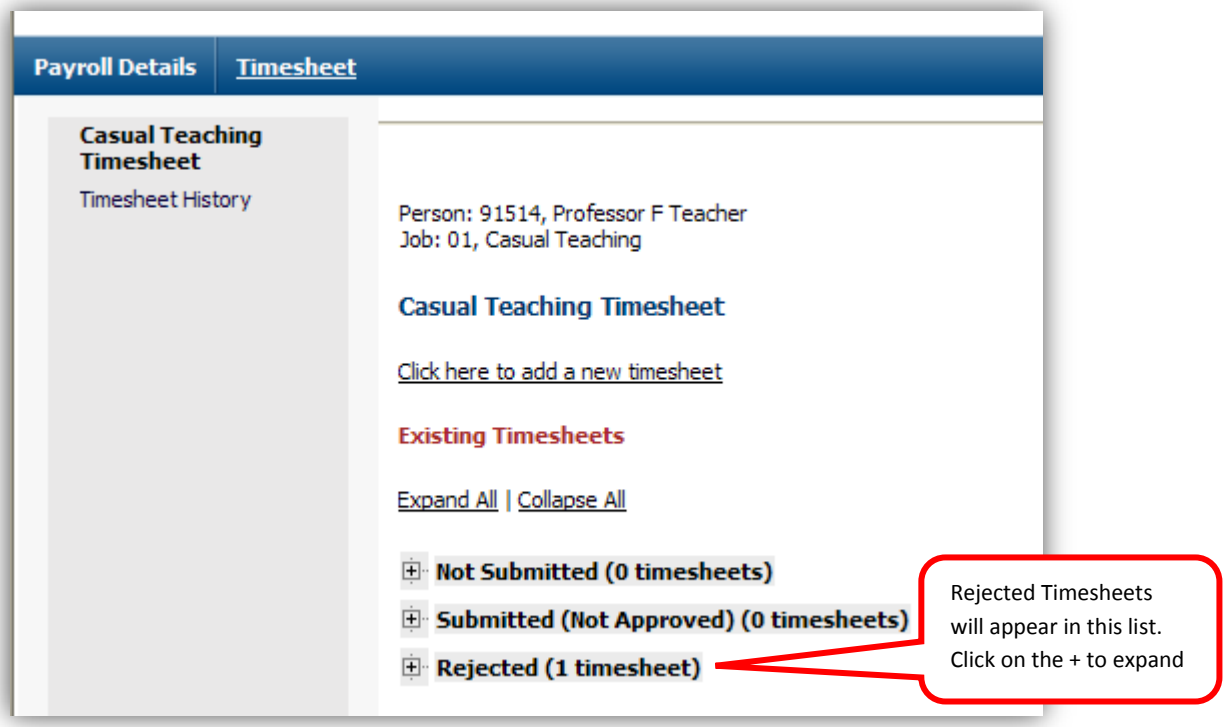
Step 3 Click on the Record ID to view any comments and the below screen will be displayed.

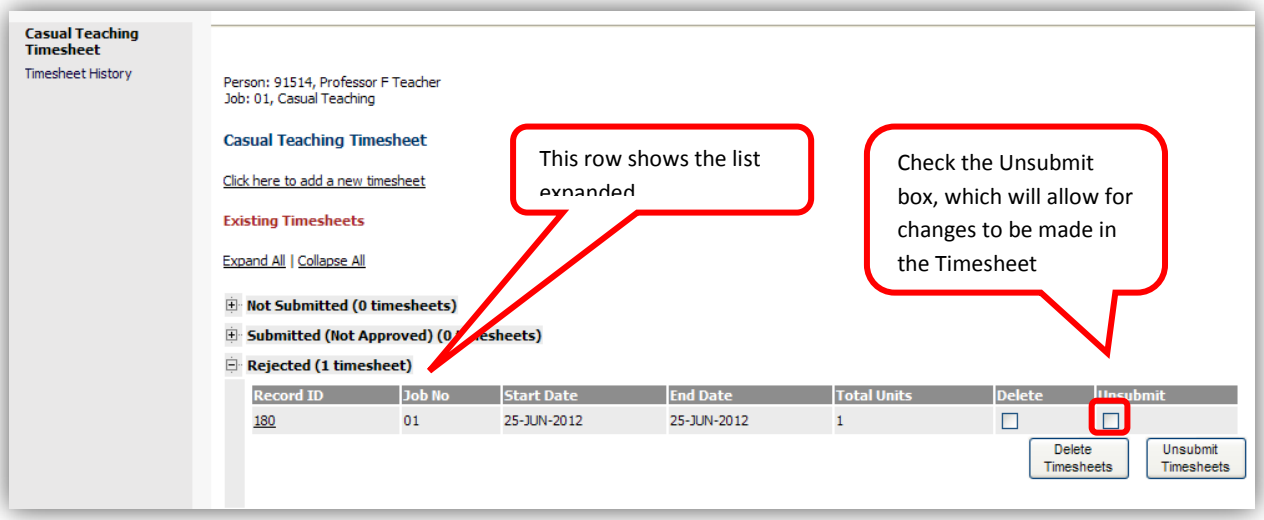


Comments from the Manager can be view at the bottom of the following screen:

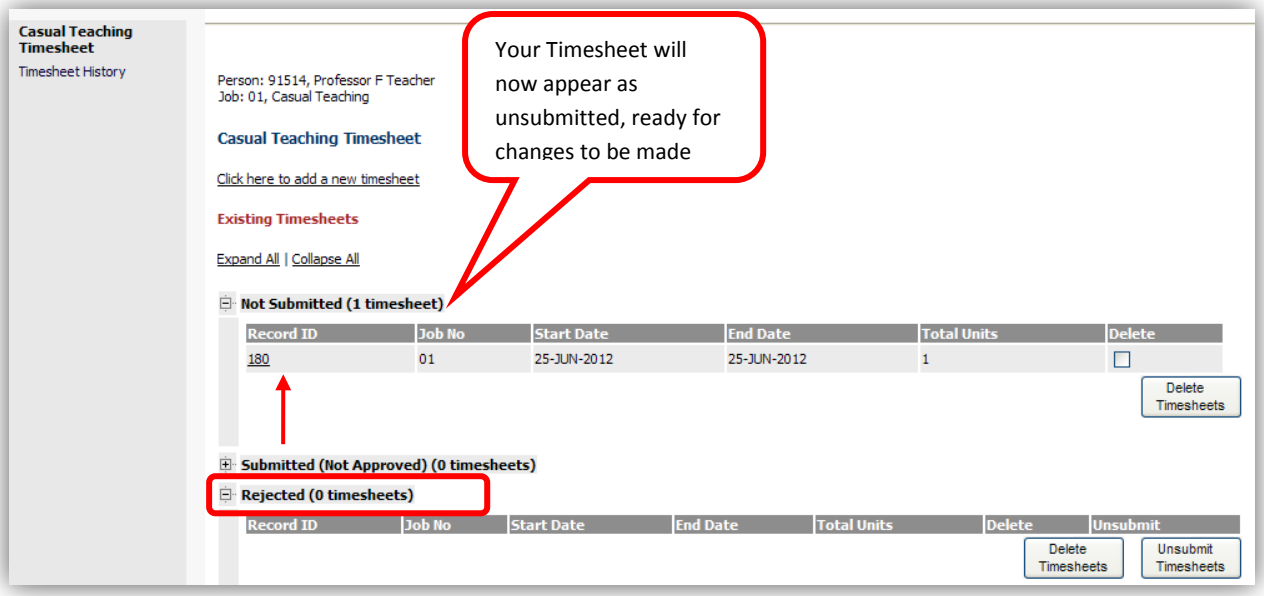

Person: 91151, Mr J Casual
Job: 01, Casual Prof &Tech
Pending Transaction
Warning! The actual hours recorded for employee 91151 have exceeded the warning level of 10 hours in snapshot 67
Person ID 91151
Name Mr J Casual
Job ID 02
Occupancy Type Substantive
Position Title Casual HR Admin Officer
Emp Status CGGRF
Account# 007740111000500704 5 100%
CLevel Human Resources Management
Award GSA
Commence Date 01-MAY-2012
Classification 277
Termination Date 30-NOV-2012
Step
Work Date Day Start Time Finish Time Break Units Award Class. Step Paycode Rate Override A/C Override Activity Attachment Name
18-JUN-2012 Mon 07:30 16:00 00:30 8 SAL
TOTAL 8
Timesheet Summary
Including This Timesheet
This Timesheet
Overall Estimate
Overall Actuals
Remainder of Allocated Estimate
Job No Position Title Pay Code Award/Class./Step Pay Rate Units Indicative Value Units Indicative Value Units Indicative Value Units Indicative Value
02 Casual HR Admin Officer SAL GSA / 277 30.0000 8.00 240.00 0.00 0.00 8.00 240.00
Totals for Job 02 8.00 240.00 0.00 0.00 8.00 240.00
Table Name WEB_TIMESHEET
Description Timesheet
Record Id 36808467
Created Date 18-JUN-2012
Approval Id 6000010093
Appr. Title HR Officer
Appr. Status Rejected
Viewed Comments
Comments Please make a change to your hours, as you worked 9 hours on this day 03: This WEB_TIMESHEET record was rejected on 25-JUN-2012.
Update
Delete
Reset
Close

Step 4 Click on Casual Teaching Timesheet Menu Item to view your Rejected Timesheet and expand the list


Payroll Details
Timesheet
Casual Teaching Timesheet
Timesheet History
Person: 91514, Professor F Teacher
Job: 01, Casual Teaching
Casual Teaching Timesheet
Click here to add a new timesheet
Existing Timesheets
Expand All | Collapse All
Not Submitted (0 timesheets)
Submitted (Not Approved) (0 timesheets)
Rejected (1 timesheet)
Rejected Timesheets will appear in this list. Click on the + to expand



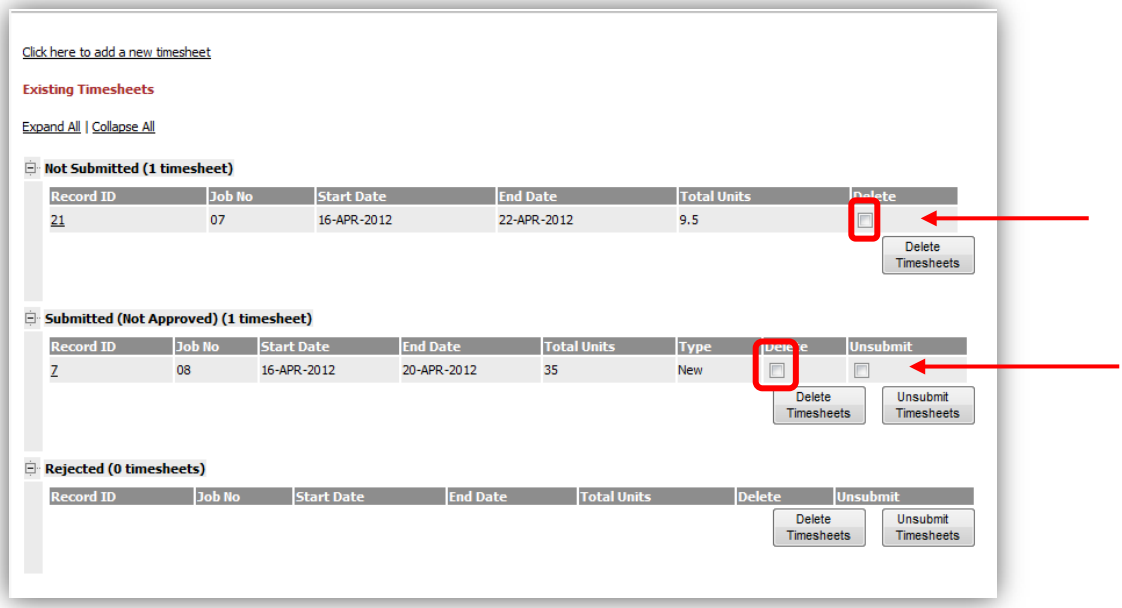
Step 5 Once you have checked the Unsubmit box, the Timesheet will automatically take this Timesheet out of the Rejected Items list and appear in the Not Submitted list – see below example



Step 6 Click on the Record ID to make any changes to your Timesheet. Once your changes have been made, save and submit for approval

Deleting a Timesheet

A timesheet can be deleted by checking the Delete box on the right hand side and selecting the Delete Timesheets option.



Timesheet History

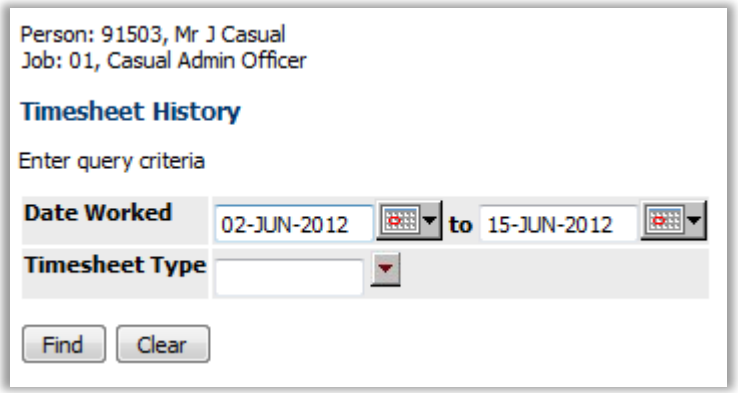
Step 1 Log on to My HR Online

Step 2 Select My Pay Tab

Step 3 Select Timesheet

Step 4 Select Timesheet History

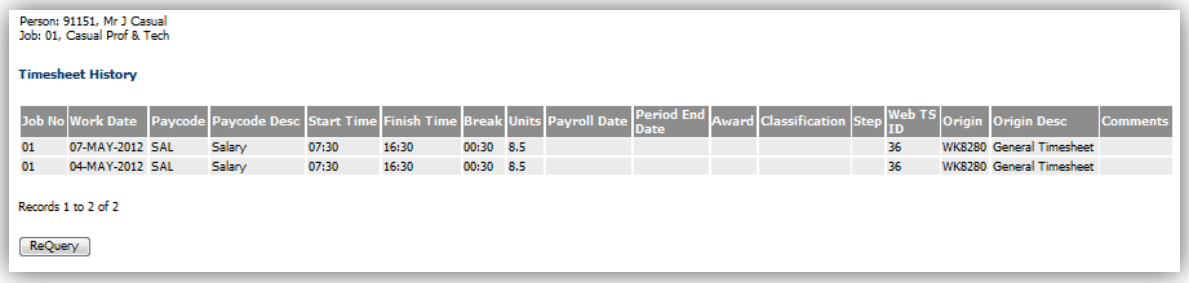
Step 5 Define a date period for which you would like to view previous timesheets. Further refinement of entries can be made using timesheet type.



Timesheet Types

WK8xxx	My HR Online
FC924	Workflow or Core HR database
PEPAYTRAN API	Core HR database

Step 6 Select Find to display the list of Timesheets requested.



Person: 91151, Mr J Casual
Job: 01, Casual Prof & Tech

Timesheet History

Job No	Work Date	Paycode	Paycode Desc	Start Time	Finish Time	Break	Units	Payroll Date	Period End Date	Award	Classification	Step	Web TS ID	Origin	Origin Desc	Comments
01	07-MAY-2012	SAL	Salary	07:30	16:30	00:30	8.5						36	WK8280	General Timesheet	
01	04-MAY-2012	SAL	Salary	07:30	16:30	00:30	8.5						36	WK8280	General Timesheet	

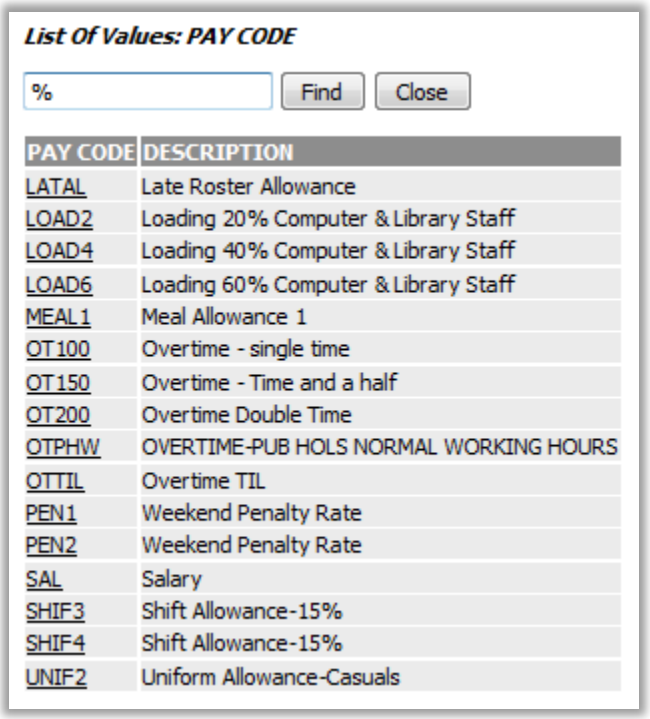
Records 1 to 2 of 2

ReQuery

Step 7 Logout of My HR Online.

Pay Codes Explained

Casual Non Teaching Paycodes

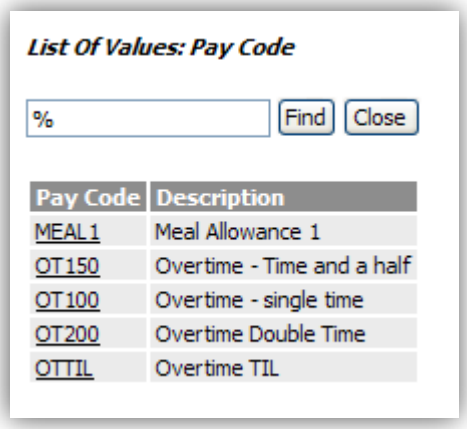


List Of Values: PAY CODE

% Find Close

PAY CODE	DESCRIPTION
LATAL	Late Roster Allowance
LOAD2	Loading 20% Computer & Library Staff
LOAD4	Loading 40% Computer & Library Staff
LOAD6	Loading 60% Computer & Library Staff
MEAL1	Meal Allowance 1
OT100	Overtime - single time
OT150	Overtime - Time and a half
OT200	Overtime Double Time
OTPHW	OVERTIME-PUB HOLS NORMAL WORKING HOURS
OTTIL	Overtime TIL
PEN1	Weekend Penalty Rate
PEN2	Weekend Penalty Rate
SAL	Salary
SHIF3	Shift Allowance-15%
SHIF4	Shift Allowance-15%
UNIF2	Uniform Allowance-Casuals

Permanent and Part-time Employee Paycodes

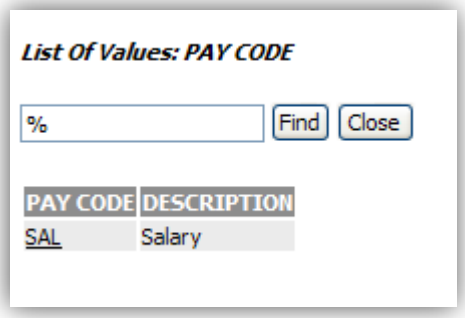


List Of Values: Pay Code

% Find Close

Pay Code	Description
MEAL1	Meal Allowance 1
OT150	Overtime - Time and a half
OT100	Overtime - single time
OT200	Overtime Double Time
OTTIL	Overtime TIL

Casual Teaching Paycodes



List Of Values: PAY CODE

% Find Close

PAY CODE	DESCRIPTION
SAL	Salary

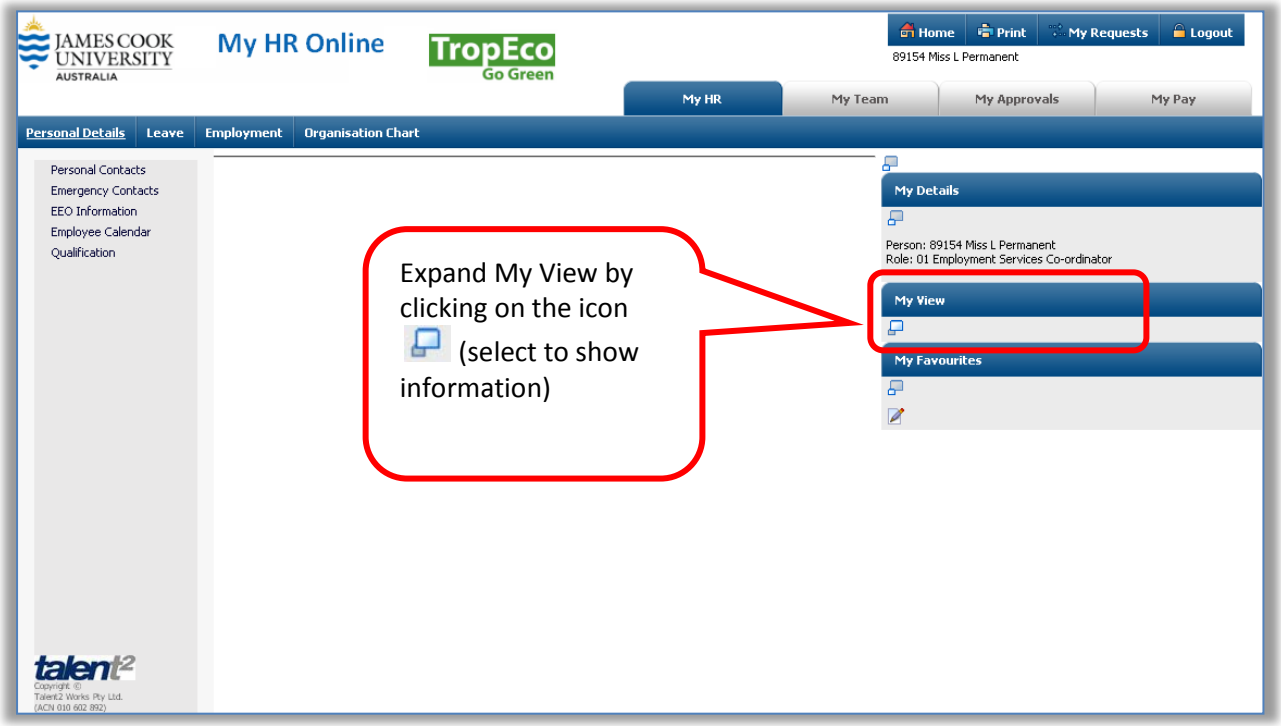
Pay Code	Full Description	Explanation
LATAL	Late Roster Allowance*	Employees, who are rostered to work past 6pm as part of their ordinary rostered hours, will be paid an extra payment per hour until the completion of their rostered work. This will not be made where an employee is paid overtime rates or when weekend penalty rates apply. *Exceptions may apply – Please refer to your Approver or contact your HR Adviser
LOAD2	Loading 20% Computer & Library Staff	Prof & Tech Employees in computing and library on annualised appointments or Library casuals: 20% loading before 6am or after 6pm
LOAD4	Loading 40% Computer & Library Staff	Prof & Tech Employees in computing and library on annualised appointments or Library casuals: 40% loading Saturdays
LOAD6	Loading 60% Computer & Library Staff	Prof & Tech Employees in computing and library on annualised appointments or Library casuals: 60% loading Sundays
MEAL1	Meal Allowance*	Employees required to work overtime for more than one hour after ordinary ceasing time or for more than four hours on Saturday or Sunday. *Exceptions may apply – Please refer to your Approver or contact your HR Adviser
OT100	Overtime*	Single Time - Occurrences when double time applies and you have already been paid at the normal rate for the time you have worked. This will double the amount per hour you receive. (used predominantly when the 10 hour break has not occurred – employee receives single rate automatically; this code pays additional to form double time) *Exceptions may apply – Please refer to your Approver or contact your HR Adviser
OT150	Overtime*	Time and a half Monday to Friday – Before 6am or after 6pm - Time and a half for the first 3 hours, any hours after that will be double time (OT200) Saturday - Time and a half for the first 3 hours, any hours after that will be double time (OT200) *Exceptions may apply – Please refer to your Approver or contact your HR Adviser
OT200	Overtime*	Double time Claim for Sunday work Also claim where completing Overtime on a Monday to Saturday after the first 3 hours have been claimed as above at time and a half (OT150) *Exceptions may apply – Please refer to your Approver or contact your HR Adviser
PEN1	Weekend penalties (Security and Catering)	Pen 1 – Working Saturday and Sunday Applies to continuing and fixed term staff
PEN2	Weekend penalties (Security)	Pen 2 – Working Saturday and Sunday for casual staff
SAL	Salary	Choose this for your normal salary rate
SHIF3	Shift Allowance (Security)	Working afternoon and night shifts between midnight Sunday and midnight Friday Applies to casual security staff
SHIF4	Shift Allowance (Security)	Working afternoon and night shifts between midnight Sunday and midnight Friday Applies to continuing or fixed term security staff
UNIF2	Uniform Allowance	For casual University Halls catering staff
OTTIL	Overtime TOIL	Pays 0.5 for hours when remaining single rate will be taken as TOIL, (mainly security & Library)

Manager Functions

My View

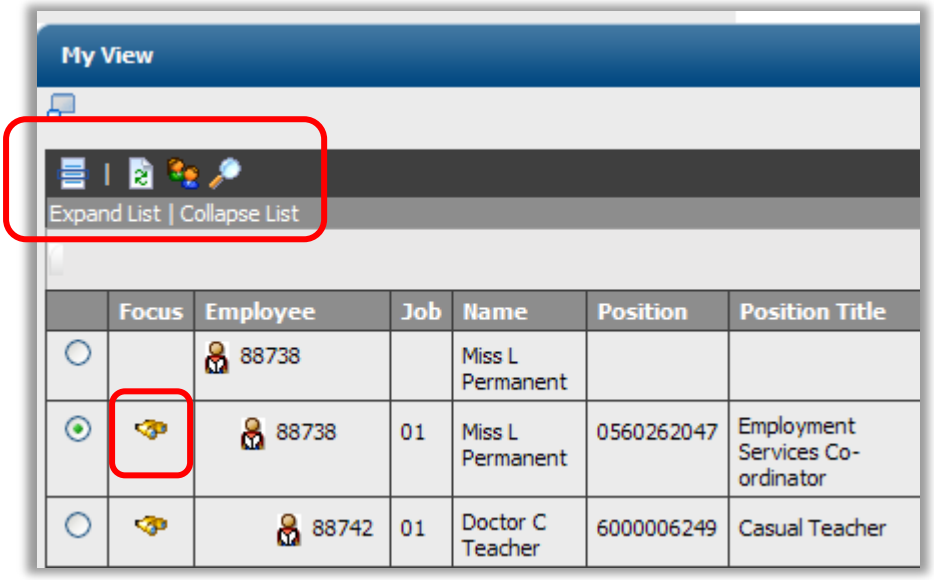
In addition to enabling users to select their active job, the My View section of the Panel includes the list of Team Members for those with Manager Access. The Manager can also choose a team member to change the view to and then access information about that team member.

The Team List is not populated during login, rather when My View is expanded. It has a tree structure with the logged-in employee as the root of the structure. By default My View is minimised when you first login, as follows:



My View functions

Once My View is expanded the following function buttons will appear:



Set My View – select the radio button alongside the desired employee or job and click Set My View to that employee. This is used to change the active job of the logged in user or set the view to that of a team member.

Refresh Team View - click on this button to update the My View Team list to reflect any appointment changes.

Show/Hide Position Columns – click on this button to display the position numbers and descriptions for all jobs and team members.

Search – click on this button to open the search page to execute queries and locate employees and/or jobs within the team list.

Select to Collapse – indicates that the particular level of the team has been expanded. Click on this icon to collapse the level.

Select to Expand – indicates that the particular level of the team is collapsed. Click on this icon to expand the level.

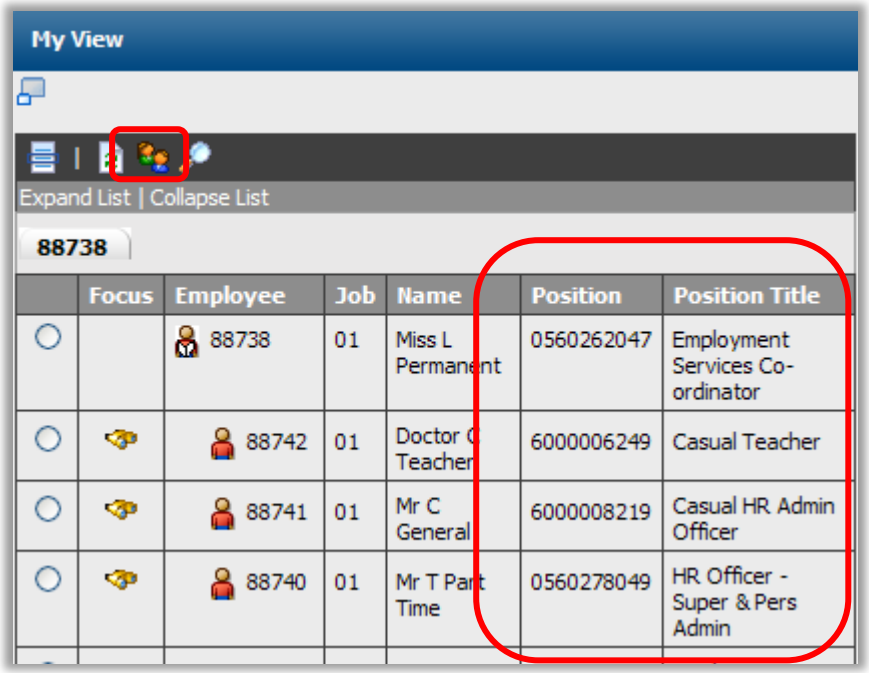
Focus - Click on this button to focus the list to that level. This will redraw the list with the selected employee and job at the root of the tree.

Clear Team Member View – When the view has been set to a team member, this icon will appear in a red bar directly below the global menu to enable the user to clear the view of the team member and return to that of the logged in user.

Expand List | Collapse List **Expand List /Collapse List**: The user can open or close each level individually or use the Expand List or Collapse List command links. *Note: This option will expand to a maximum of 3 levels only.* Click on the Expand List link to expand the Team Members List for each of the active jobs. Click on the collapse list link to close the list completely.

Position Information

To view position numbers and position descriptions for your own jobs as well as those of your team members, click on the Show/Hide Position Columns and the My View will expand to display those columns as follows:



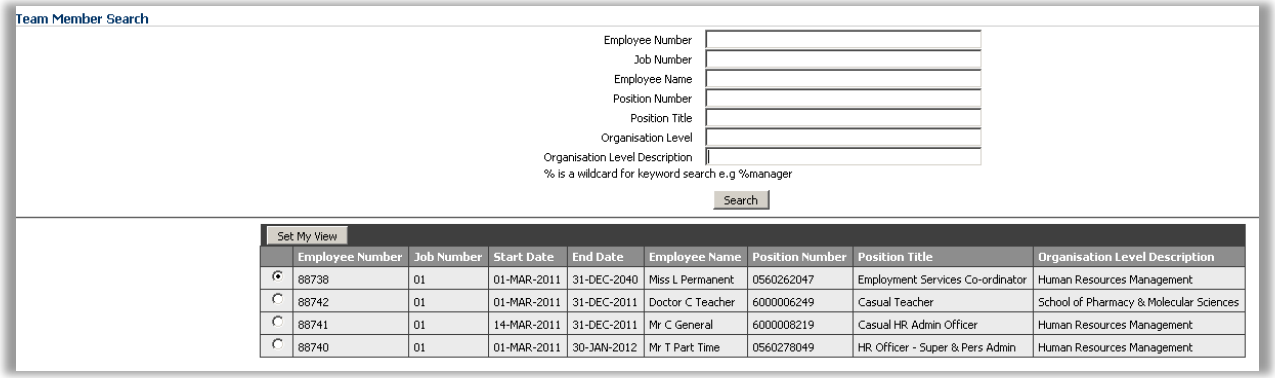
Viewing Team Members

Maximising My View will initially display a list of all active jobs for the user. Navigation to team members is possible in several ways. The best option may depend upon the number of employees within your team:

- **Expand/Collapse**: The user can open or close each level individually or use the Expand List or Collapse List command links. Click on the collapse List link to close the list completely

- **Focus**: When the user clicks on the focus icon next to an employee/job, the list is redisplayed showing the My View structure with the selected employee/job as the tree root and only the employee/job nodes which display under the selected employee/job. A navigation link is provided to enable the user to return to the main list

- **Search**: Click on the search icon to identify employees based upon a list of search criteria. Enter the search criteria and click the Search button to execute the query


Team Member Search
Employee Number
Job Number
Employee Name
Position Number
Position Title
Organisation Level
Organisation Level Description
% is a wildcard for keyword search e.g %manager
Search
Set My View
Employee Number
Job Number
Start Date
End Date
Employee Name
Position Number
Position Title
Organisation Level Description
88738 01 01-MAR-2011 31-DEC-2040 Miss L Permanent 0560262047 Employment Services Co-ordinator Human Resources Management
88742 01 01-MAR-2011 31-DEC-2011 Doctor C Teacher 6000006249 Casual Teacher School of Pharmacy & Molecular Sciences
88741 01 14-MAR-2011 31-DEC-2011 Mr C General 6000008219 Casual HR Admin Officer Human Resources Management
88740 01 01-MAR-2011 30-JAN-2012 Mr T Part Time 0560278049 HR Officer - Super & Pers Admin Human Resources Management

Viewing Team Member records

Step 1 To view team member records, locate the desired team member using one of the methods listed above.

Step 2 Once the team member has been located, click on the radio button alongside their name and click on the Set My View button, if using the main Panel. Alternatively, if the team member has been located from within the search page, select the team member by clicking on the radio button alongside their name and click on the Set My View button at the top of the list of search results.
The web session will now appear as follows with the name of the person in view highlighted in red bar and the details listed under the My Details section of the panel.

Step 3 Use the Tabs to navigate to the team member's information

Step 4 Click on the Clear Team Member View button to return the view back to the Manager view.

My Team

The My Team tab allows designated users the ability to access details relating to other employees within their team or area.

Team Details Menu Items

View Team Calendar

The Team Calendar will provide a calendar view of your team and will include details of the following events:

- Leave
- Public Holidays
- Non Working days – derived by referencing the employee rosters

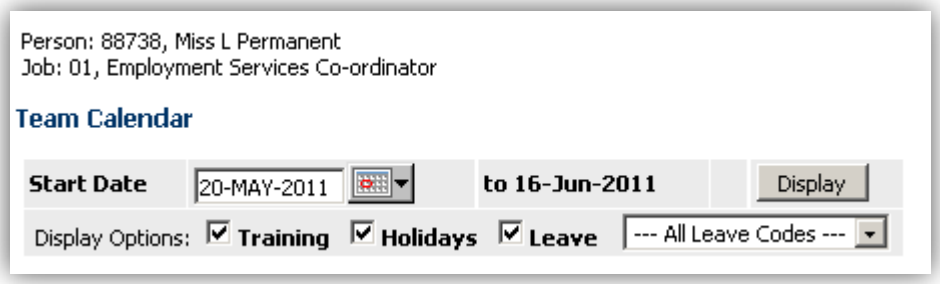
Step 1 Log on to My HR Online

Step 2 Select My Team Tab

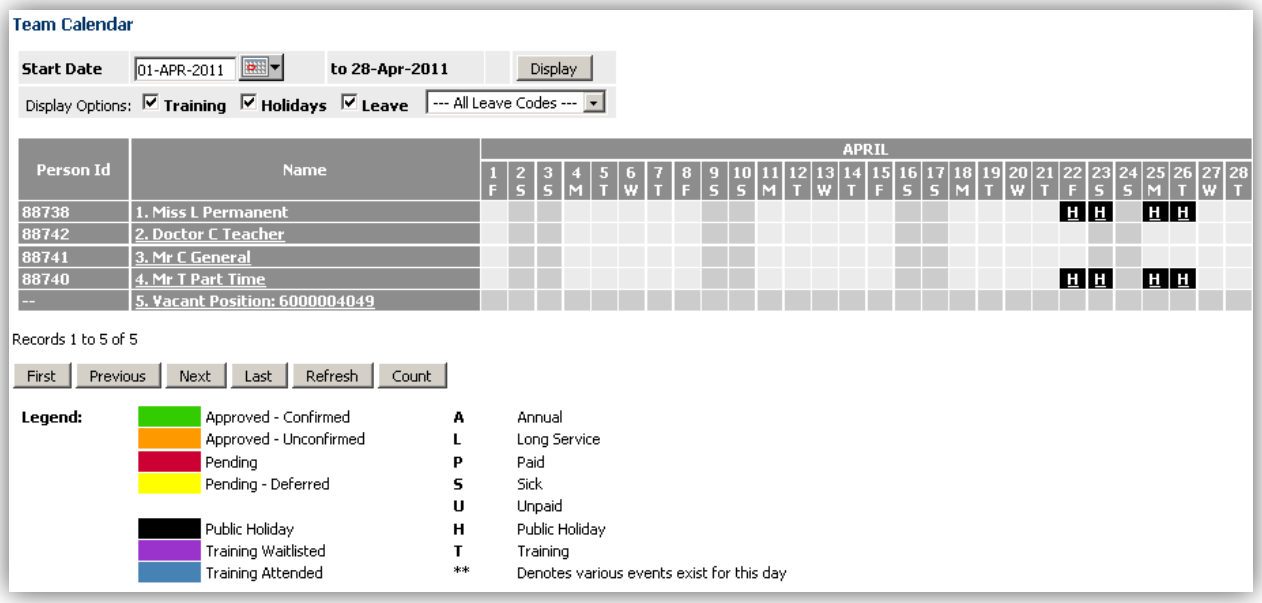
Step 3 Select Team Details

Step 4 Select Team Calendar

Step 5 Start date defaults to current date. Select a new date if required



Step 6 Tick display option buttons as required and select leave types to be displayed. Select display button to view calendar.



Note: that even though the matrix makes reference to Training, this function is not currently being used, therefore currently no training information will be displayed for team members.

Step 7 Logout of My HR Online

View Team Birthdays

Team Birthdays reports the birthdays for the current team members with parameters to select the date range.

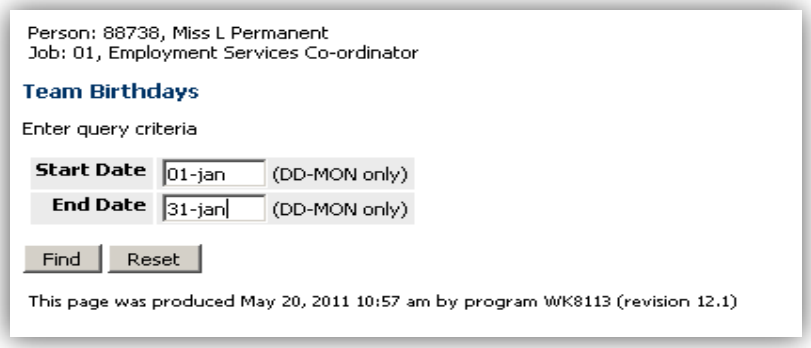
Step 1 Log on to My HR Online

Step 2 Select My Team Tab

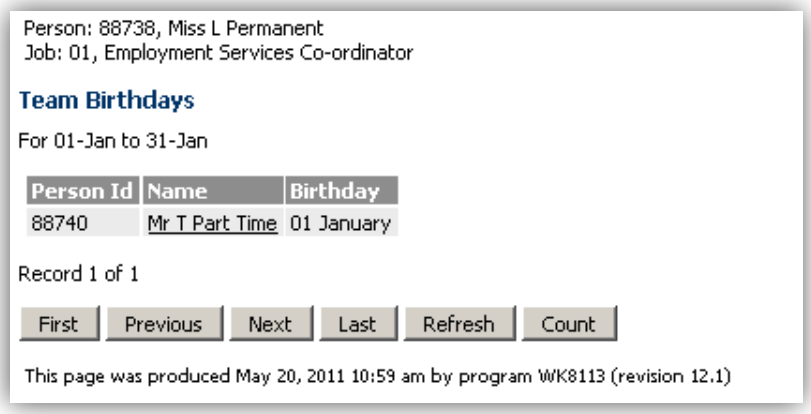
Step 3 Select Team Details

Step 4 Select Team Birthdays

Step 5 Enter Start and End Dates using the format: DD-MON only. Select Find or Reset to select a new date.



Step 6 The following list will be displayed:



Step 7 If you want to display your whole team leave date fields' blank and select find.

Step 8 Logout of My HR Online

View Team Appointment Summary

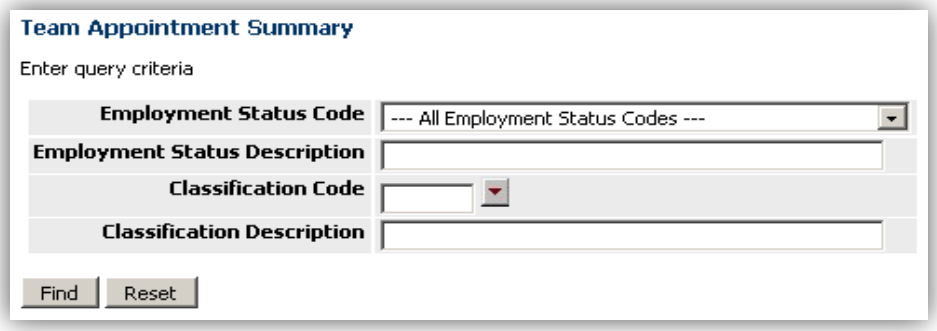
Team Appointment Summary reports the position profile for the current team members with parameters to select the type of employment status or classification.

Step 1 Log on to My HR Online

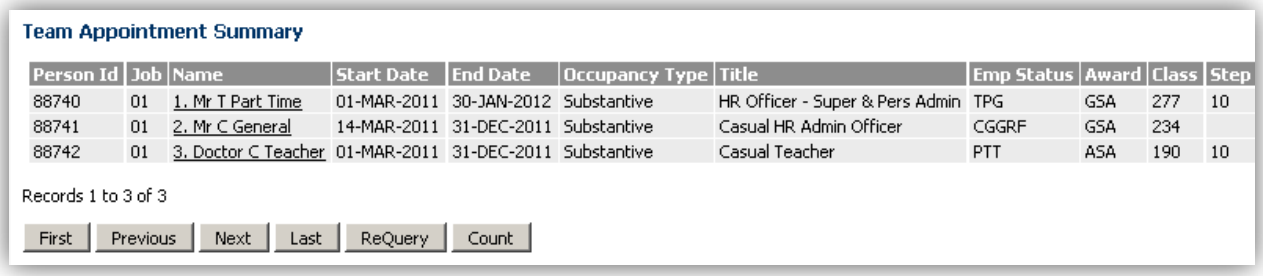
Step 2 Select My Team Tab

Step 3 Select Team Details

Step 4 Select Team Appointment Summary and the following screen will be display:



Step 5 Select from drop down lists or select find to view whole team:


Team Appointment Summary
Person Id | Job | Name | Start Date | End Date | Occupancy Type | Title | Emp Status | Award | Class | Step
88740 | 01 | 1. Mr T Part Time | 01-MAR-2011 | 30-JAN-2012 | Substantive | HR Officer - Super & Pers Admin | TPG | GSA | 277 | 10
88741 | 01 | 2. Mr C General | 14-MAR-2011 | 31-DEC-2011 | Substantive | Casual HR Admin Officer | CGGRF | GSA | 234
88742 | 01 | 3. Doctor C Teacher | 01-MAR-2011 | 31-DEC-2011 | Substantive | Casual Teacher | PTT | ASA | 190 | 10
Records 1 to 3 of 3
First
Previous
Next
Last
ReQuery
Count

Step 6 Your team may be larger than the example used above. Use the buttons at the bottom to navigate through records.

First	Back to the first row
Previous	The previous list of records
Next	The next list of records
Last	Takes you to the last record

Step 7 Logout of My HR Online

Team Leave Menu Items

Items in the Team Leave menu allows Managers to track individual's leave balances as well as plan work allocations based on future Manning levels.

Team Leave Balances

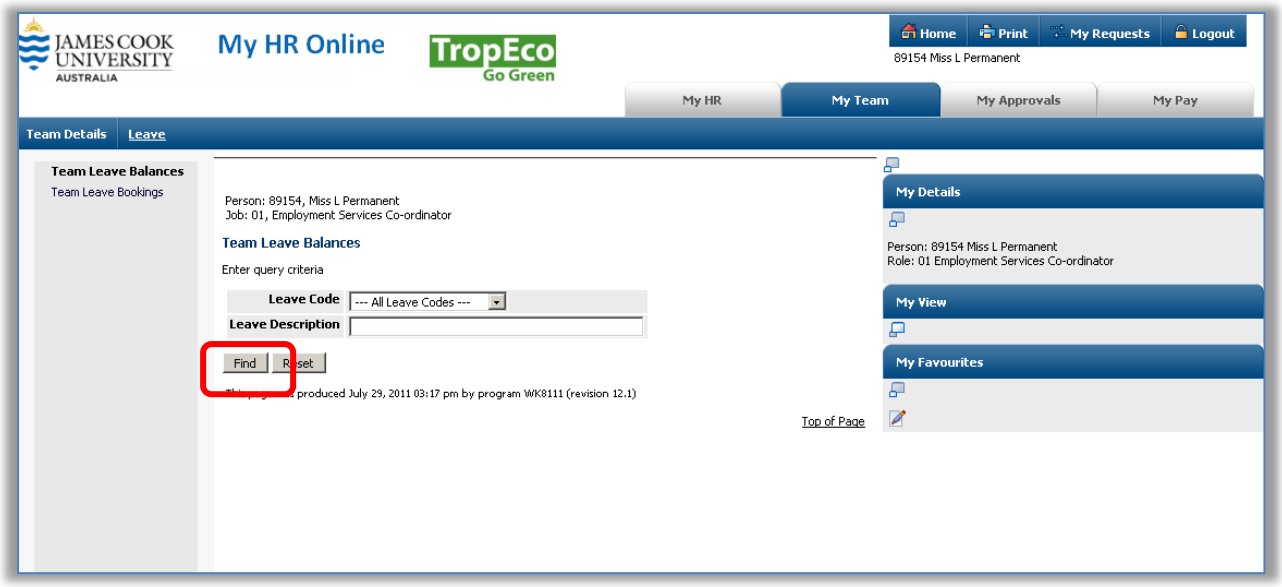
Step 1 Log on to My HR Online

Step 2 Select My Team Tab

Step 3 Select Leave

Step 4 Select Team Leave Balances

Step 5 Select the appropriate Leave Code, or leave blank for all leave codes, and click the Find button



Step 6 Logout of My HR Online

Team Leave Bookings

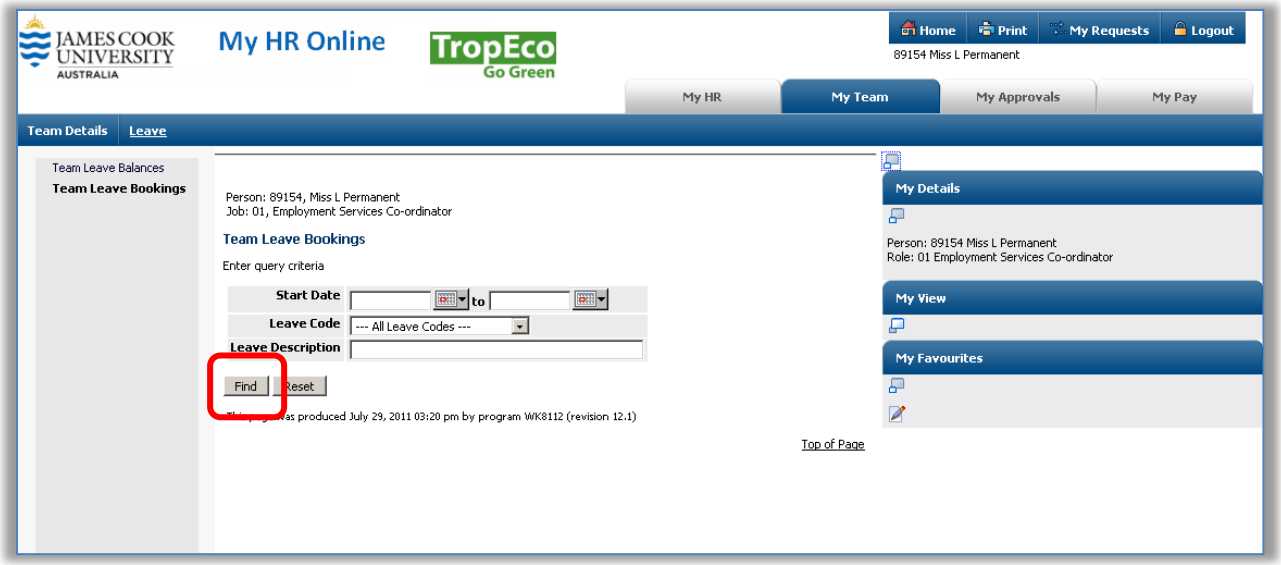
Step 1 Log on to My HR Online

Step 2 Select My Team Tab

Step 3 Select Leave

Step 4 Select Team Leave Bookings

Step 5 Select the appropriate Leave Code, or leave blank for all leave codes, and click the Find button



Any leave bookings by Team Members that have been approved will be listed.

Step 6 Logout of My HR Online

My Approvals

As a Manager, you will have the authority to approve requests such as timesheets and leave requests. As an 'Approver' you will receive an email message notifying you when a request has been entered and needs to be approved. You will also be reminded each time that you enter the My HR Online home screen if any requests are pending approval.

Leave Requests

To ensure that leave requests are actioned in a timely manner, an escalation process has been set in the system. This means that:

- If the direct Manager has not approved, declined or deferred the request within 7 Calendar Days, the request will be automatically escalated to their next level Manager;
- If that Manager does not action the request within 7 Calendar Days, the request will be escalated to the Remuneration Services Team and will be rejected. If rejected the leave request will have to be entered again by the Original Requestor.

Note: **This escalation process will differ for Leave without pay as it requires a different approval process depending on the time frame requested. See policy guidelines for more information**

Once a leave request has been approved it then becomes a booking in the Human Resources System. Confirmation emails are automatically sent to the requestor.

Timesheet Requests

To ensure that timesheet requests are actioned in a timely manner, an escalation process has been set in the system. This means that:

- If the direct Manager has not approved, rejected or deferred the request within 3 Working days, the request will automatically escalate to their next level Manager,
- If that Manager does not action the request within 3 Working Days, the request will be escalated to the Remuneration Services Team who will endeavour to contact the Manager or Employee.
- Once a timesheet request has been approved emails are automatically sent to the requestor.

Approvals Menu Items

Approve Requests

Step 1 Log on to My HR Online

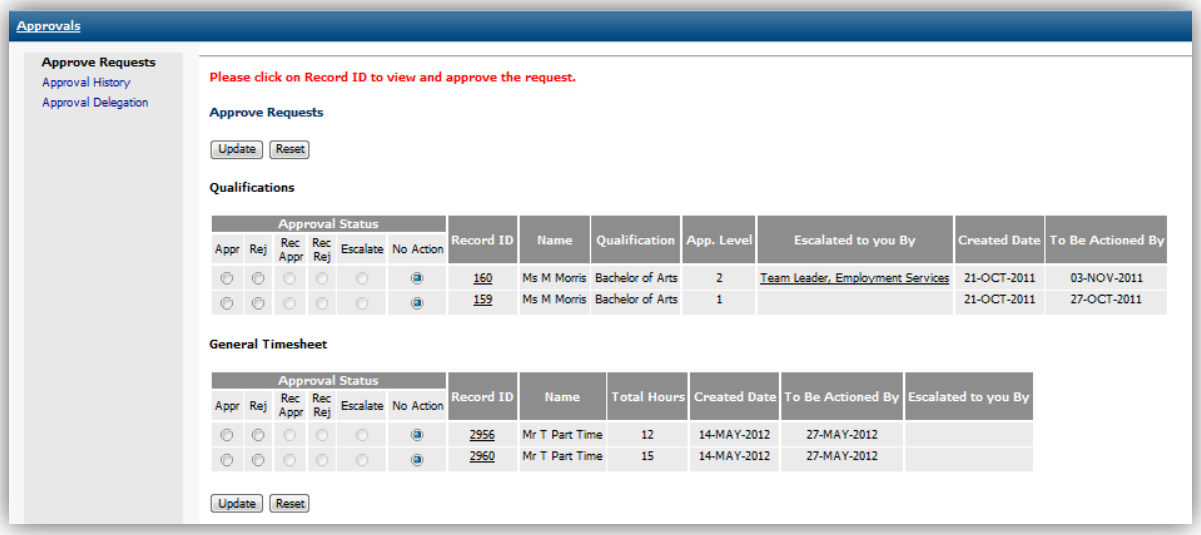
The following screen will be displayed. If you have pending transactions awaiting approval this will be highlighted in red

Step 2 Select My Approvals Tab

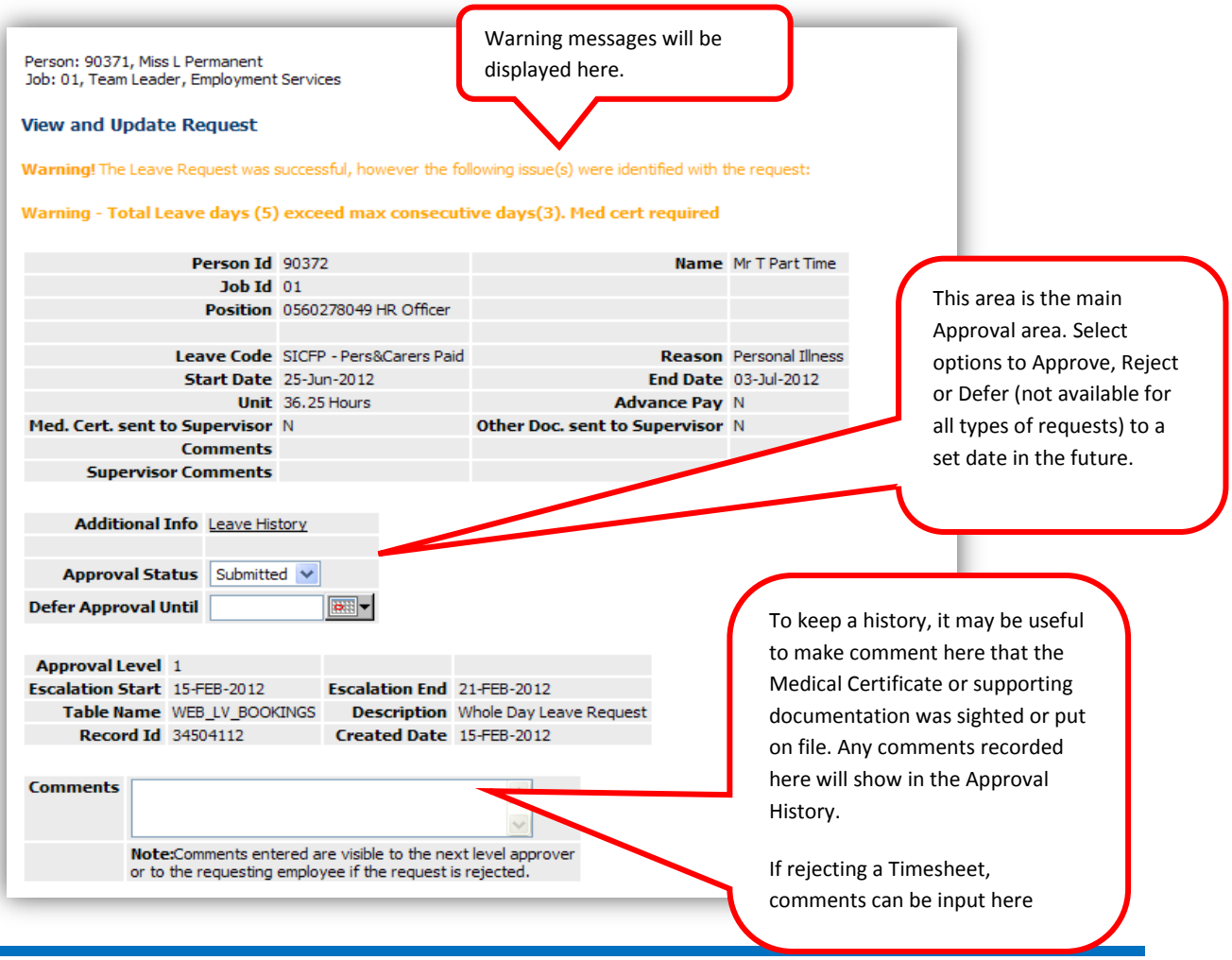
Step 3 Select Approvals

Step 4 Select Approve Requests and the following screen will be displayed. This screen will list all of the requests that are awaiting approval which will be grouped according to request type.

Note: ***Overtime claims are best viewed from this front screen prior to approving***



Step 5 Choose the line you wish to review and click on the Record ID to display the details of the request. The following details will appear:


Warning messages will be displayed here.
Person: 90371, Miss L Permanent
Job: 01, Team Leader, Employment Services
View and Update Request
Warning! The Leave Request was successful, however the following issue(s) were identified with the request:
Warning - Total Leave days (5) exceed max consecutive days(3). Med cert required
Person Id 90372
Name Mr T Part Time
Job Id 01
Position 0560278049 HR Officer
Leave Code SICFP - Pers&Carers Paid
Reason Personal Illness
Start Date 25-Jun-2012
End Date 03-Jul-2012
Unit 36.25 Hours
Advance Pay N
Med. Cert. sent to Supervisor N
Other Doc. sent to Supervisor N
Comments
Supervisor Comments
Additional Info Leave History
Approval Status Submitted
Defer Approval Until
Approval Level 1
Escalation Start 15-FEB-2012
Escalation End 21-FEB-2012
Table Name WEB_LV_BOOKINGS
Description Whole Day Leave Request
Record Id 34504112
Created Date 15-FEB-2012
Comments
Note:Comments entered are visible to the next level approver or to the requesting employee if the request is rejected.
This area is the main Approval area. Select options to Approve, Reject or Defer (not available for all types of requests) to a set date in the future.
To keep a history, it may be useful to make comment here that the Medical Certificate or supporting documentation was sighted or put on file. Any comments recorded here will show in the Approval History.
If rejecting a Timesheet, comments can be input here

Step 6 Review all of the request information.

Things to be aware of when making your decision for Leave Requests:

- Where documentation is required to support a leave request, the requesting employee must provide the Manager with the documentation and select **Yes** to the Medical Certificate Sent to Supervisor. If **No** is selected for these instances the below warning message will be displayed to the Approver.
- Warning Messages will not appear for Jury Duty or Armed Forces Leave as documentation should be provided for each day requested.
- If you are unsure of the Leave Policy and require further clarification before approving, click on the Leave Policies link at the bottom of the page.
- Any warning messages regarding Hours for employees will be shown at the top of the request if warning levels have been set up. This will let you know when a Casual Staff member is nearing the end of their hour based contract.
- Comments can be added to this screen. Press the Update button to save comments. The Reset button will erase comments. The Close button will take you back to the

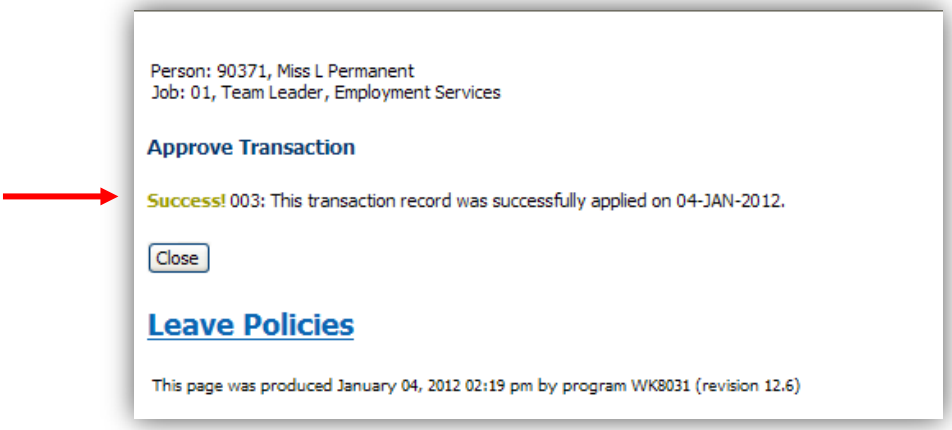
Things to be aware of when making decision for Timesheets or Overtime Claims:

- Ensure the correct Pay Code is used – if you are unsure check the Pay Codes explained link in My HR Online
- Check the correct dates and hours/units are input
- approvals list.

Options to Approve, Reject or Defer the request.

Approved	**Approval is given for this transaction.** If the record is approved, the employee will receive an e-mail to confirm that their request has been approved.
Rejected	**Approval not given for this transaction.** If the rejected option is chosen, the employee will receive an email message and a screen prompt advising them that the booking was rejected. If rejecting a request, a comment may be entered. This comment will be accessible to the employee when they review the rejected record.
Deferred	**Approval decision can be deferred to a later date. This option is not available for all requests.** Where available, this will stop the escalation process.
Recommend Approval	**This option is only available for Leave without Pay Requests.** The transaction is recommended for approval and is escalated to the next level approver. Email messages will be sent to the employee and the next level approver informing them of the escalation and recommendation.
Recommend Reject	**This option is only available for Leave without Pay Requests.** The transaction is recommended for rejection and is escalated to the next level approver. Email messages will be sent to the employee and the next level approver informing them of the escalation and recommendation.

Step 7 Choose the required action from the drop down list, select update and the below message will be displayed.


Person: 90371, Miss L Permanent
Job: 01, Team Leader, Employment Services
Approve Transaction
Success! 003: This transaction record was successfully applied on 04-JAN-2012.
Close
Leave Policies
This page was produced January 04, 2012 02:19 pm by program WK8031 (revision 12.6)

Step 8 Logout of My HR Online

Approval History

This allows approvers to view details of the all requests that have been previously actioned, including approvals and rejections.

Step 1 Log on to My HR Online

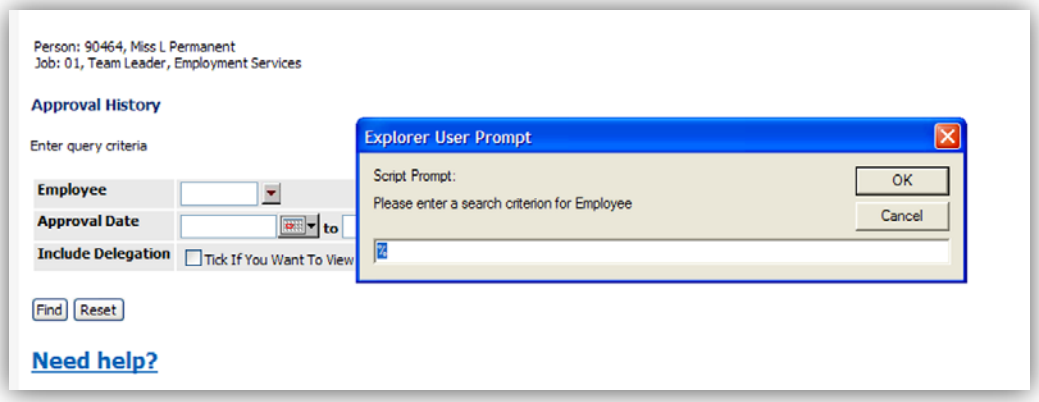
Step 2 Select My Approvals Tab

Step 3 Select Approvals

Step 4 Select Approval History.

Step 5 The following search combinations can be used:

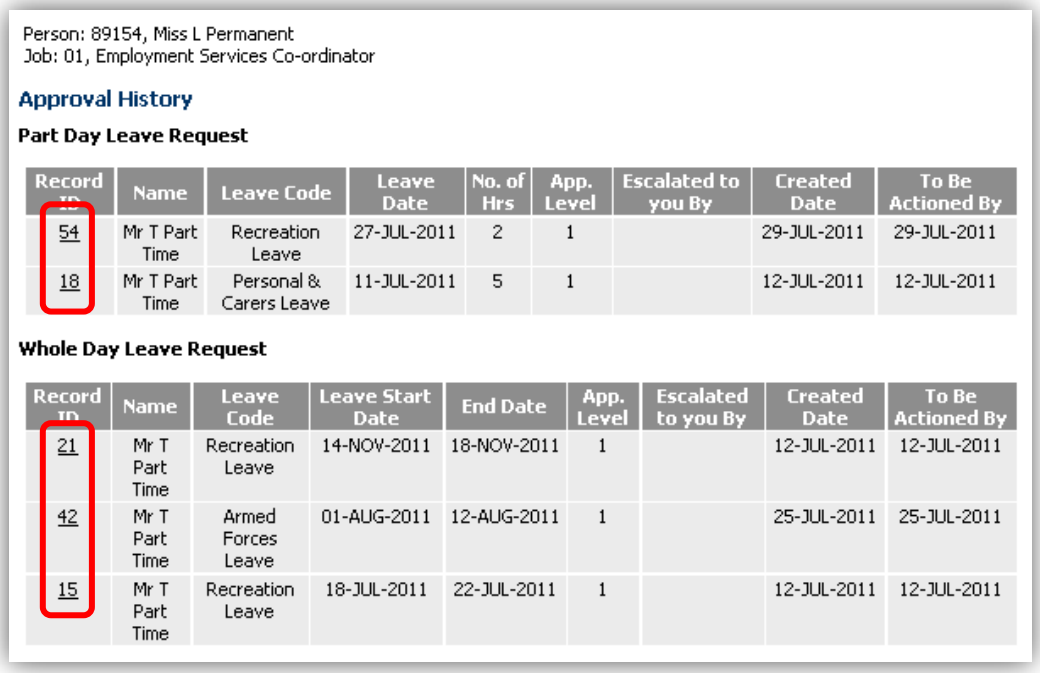
- Select Find to display all approval records;
- Enter a specific employee number and select Find to display all records for an individual;
- Click on down arrow next to Employee to search for a specific employees number – the following screen will be displayed
- Tick the check box if you wish to include approval history when your approvals were delegated to another employee



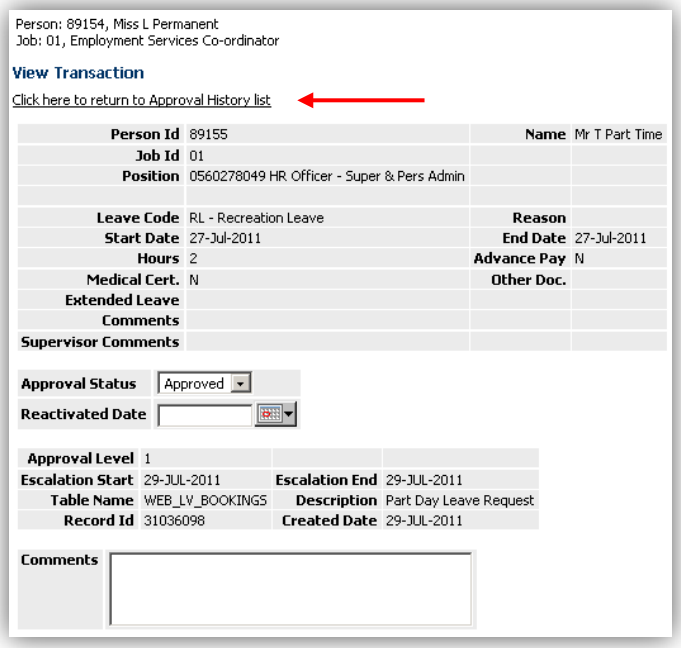
Step 6 Enter the employee's surname after the wildcard%. Select Find and the employee will be displayed

Note: ***If you use the wildcard% search with surname, all employees with that name in any name field (Surname; Given Names or Preferred Name) will be displayed.***

Step 7 Select the underlined 'Employee #' field. The employee number field will automatically be populated in the Approval History screen. Select Find to search. The employee Approval History will be displayed


Person: 89154, Miss L Permanent
Job: 01, Employment Services Co-ordinator
Approval History
Part Day Leave Request
Record ID | Name | Leave Code | Leave Date | No. of Hrs | App. Level | Escalated to you By | Created Date | To Be Actioned By
54 | Mr T Part Time | Recreation Leave | 27-JUL-2011 | 2 | 1 | | 29-JUL-2011 | 29-JUL-2011
18 | Mr T Part Time | Personal & Carers Leave | 11-JUL-2011 | 5 | 1 | | 12-JUL-2011 | 12-JUL-2011
Whole Day Leave Request
Record ID | Name | Leave Code | Leave Start Date | End Date | App. Level | Escalated to you By | Created Date | To Be Actioned By
21 | Mr T Part Time | Recreation Leave | 14-NOV-2011 | 18-NOV-2011 | 1 | | 12-JUL-2011 | 12-JUL-2011
42 | Mr T Part Time | Armed Forces Leave | 01-AUG-2011 | 12-AUG-2011 | 1 | | 25-JUL-2011 | 25-JUL-2011
15 | Mr T Part Time | Recreation Leave | 18-JUL-2011 | 22-JUL-2011 | 1 | | 12-JUL-2011 | 12-JUL-2011

Step 8 To view the request in more detail, select the underlined 'Record ID' field. The original request will be displayed.



Step 9 To return to list click on the underlined field 'Click here to return to Approval History list"

Step 10 Logout of My HR Online

Approval Delegation

The approval delegation facility allows an approver to delegate the approval of requests to another position within the organisation. The delegation may relate to a specific period of time e.g. to cover a short absence or may be open ended to cover longer periods. For example Managers may wish to use this function when they are going on Annual Leave or extended leave and there is no higher duties appointment in place for this period. Please note: If an employee has been appointed to higher duties, they will automatically have receive the requests for approval (Paperwork must be received and processed prior to leave period by Human Resources Management)

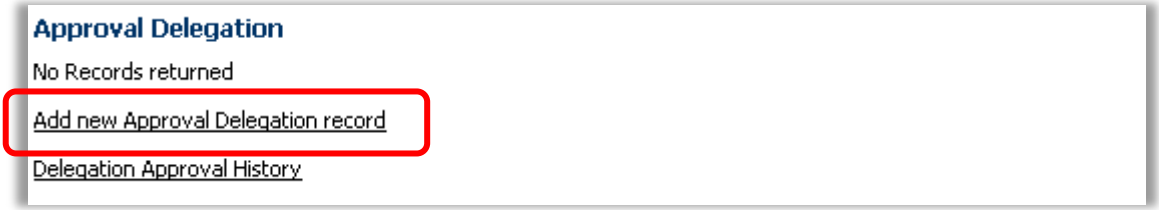
Step 1 Log on to My HR Online

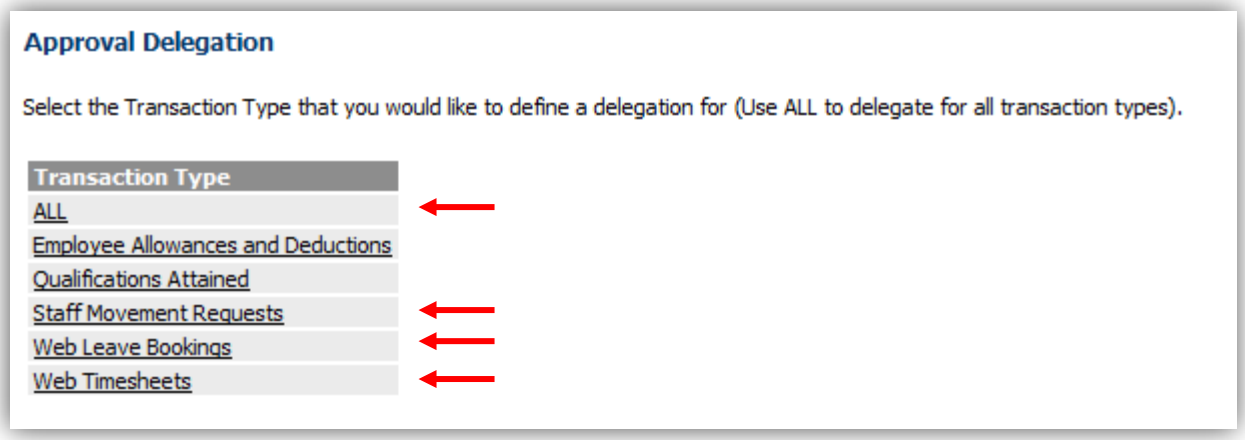
Step 2 Select My Approvals Tab

Step 3 Select Approvals

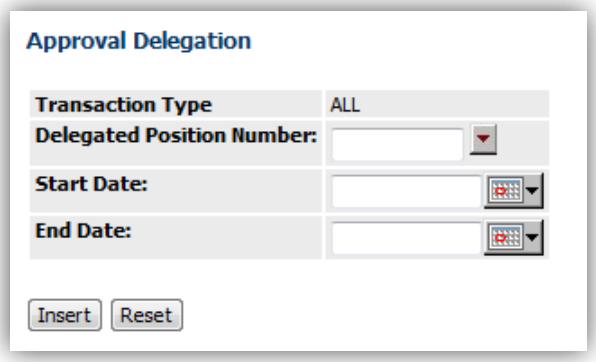
Step 4 Select Approval Delegation

Step 5 To add a new delegation record click on the link Add new Approval Delegation record



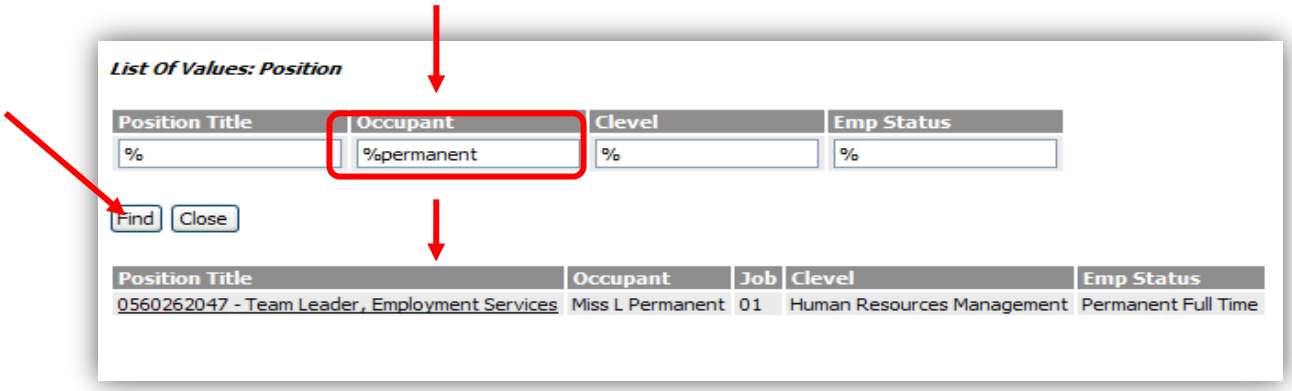

Approval Delegation
Select the Transaction Type that you would like to define a delegation for (Use ALL to delegate for all transaction types).
Transaction Type
ALL
Employee Allowances and Deductions
Qualifications Attained
Staff Movement Requests
Web Leave Bookings
Web Timesheets

Step 6 You have a choice to select ALL or define a specific delegation. The highlighted options above are the only bookings that can be approved in *My HR Online* at this time.

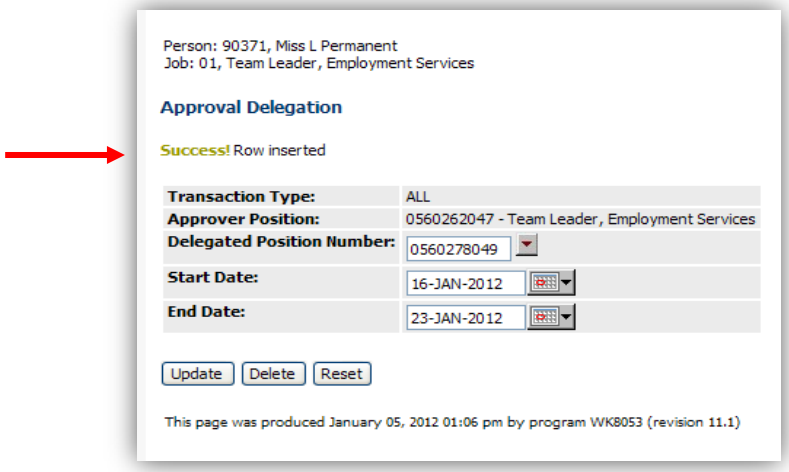


Step 7 Type in the position number if known, or click on the drop down arrow to search.

Note : Select a search criteria and type after the % sign. Click Find, choose the underlined Position Number and Position Title – this should be the person you wish to delegate approval to.



Step 8 Enter the dates you wish to delegate for and select insert. The following message will be displayed:


Person: 90371, Miss L Permanent
Job: 01, Team Leader, Employment Services
Approval Delegation
Success! Row inserted
Transaction Type: ALL
Approver Position: 0560262047 - Team Leader, Employment Services
Delegated Position Number: 0560278049
Start Date: 16-JAN-2012
End Date: 23-JAN-2012
Update
Delete
Reset
This page was produced January 05, 2012 01:06 pm by program WK8053 (revision 11.1)

Step 9 Select Update to save or delete to discard and start again. Once saved delegation records are listed on the initial screen and may be changed by clicking on the Edit link.

Note : You can also view the delegation history specific to a particular delegation by clicking on the "Approval History" link next to a delegation record. The "Delegation Approval History" link at the bottom of the page will display the delegation approval history for all delegation records.

Step 10 Logout of My HR Online

My Administration Tab

There is an option of Timesheet Unit Check Snapshot. This can be utilised by Managers or appropriate approved employees whose Team members include casuals which enter a timesheet and are on a limited hour contract. It is a way to track how many hours they have completed and how many hours are remaining on the contract. Notifications can be set up under this function to allow a future alert to advise when the team member is at a predetermined level.

Timesheet Unit Check Snapshot

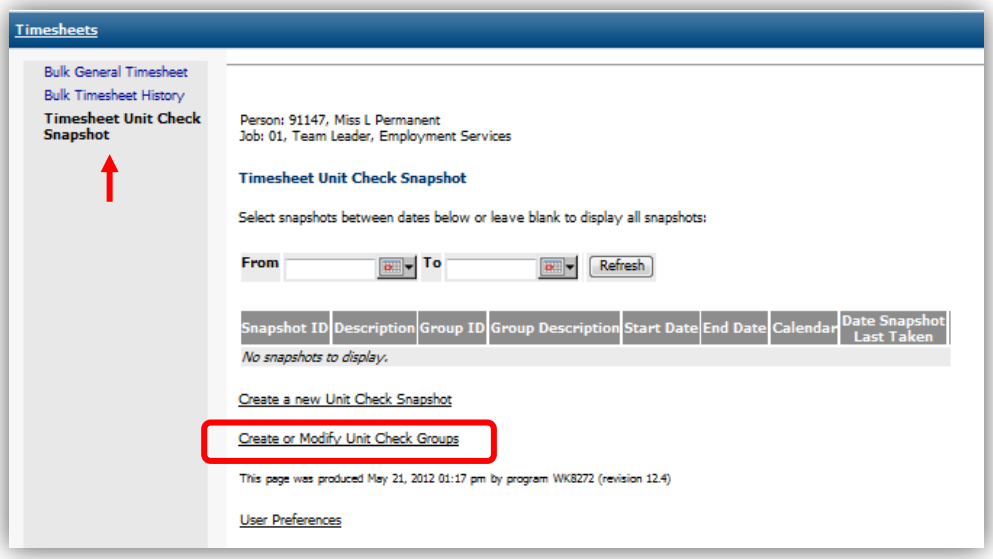
Creating New Team Unit Check Groups

Step 1 Log on to My HR Online

Step 2 Select My Administration Tab

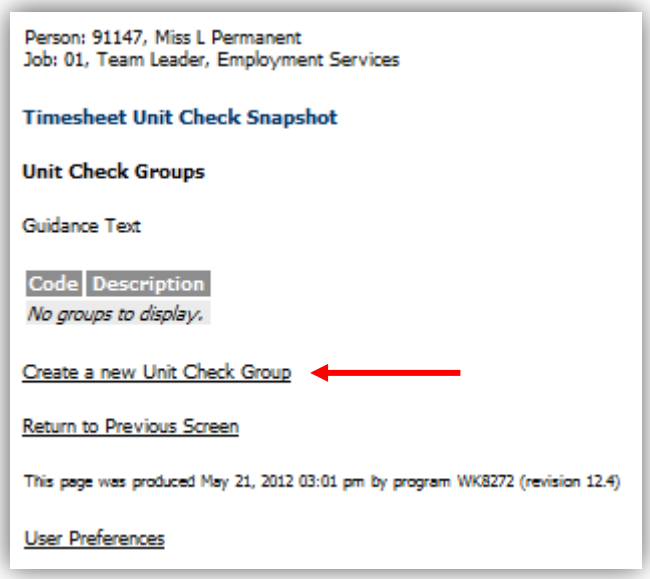
Step 3 Select Timesheets

Step 4 Select Timesheet Unit Check Snapshot

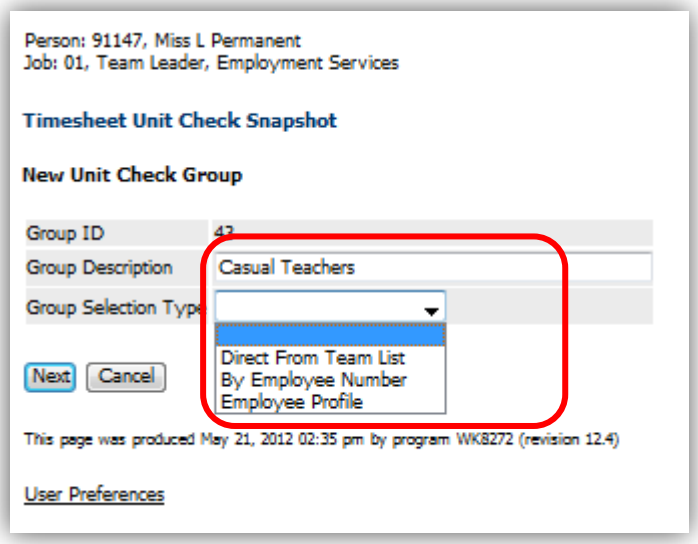


Step 5 A new Unit Check Group will need to be stipulated to gather the information from My HR Online. Groups of certain personnel can be created to allow a Manager to keep an accurate track of employees and their contracts effectively. Click on the highlighted option to organise these groups.

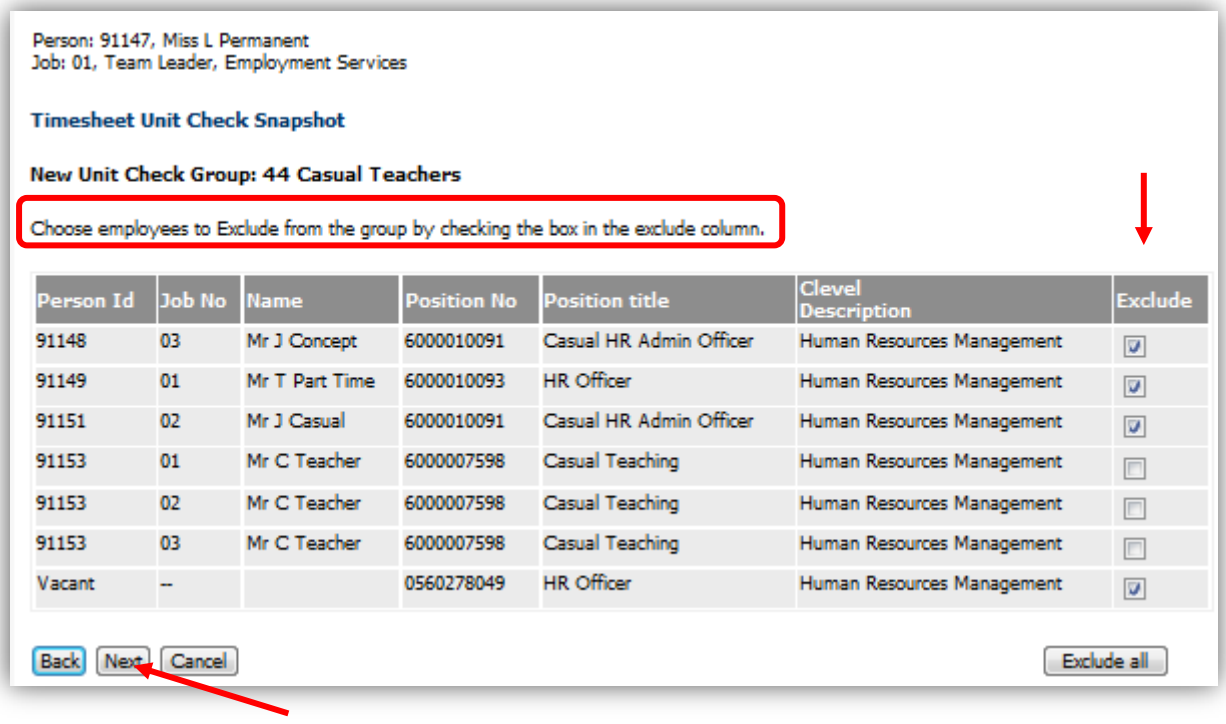
Step 6 Select Create a New Unit Check Group


Person: 91147, Miss L Permanent
Job: 01, Team Leader, Employment Services
Timesheet Unit Check Snapshot
Unit Check Groups
Guidance Text
Code
Description
No groups to display.
Create a new Unit Check Group
Return to Previous Screen
This page was produced May 21, 2012 03:01 pm by program WK8272 (revision 12.4)
User Preferences

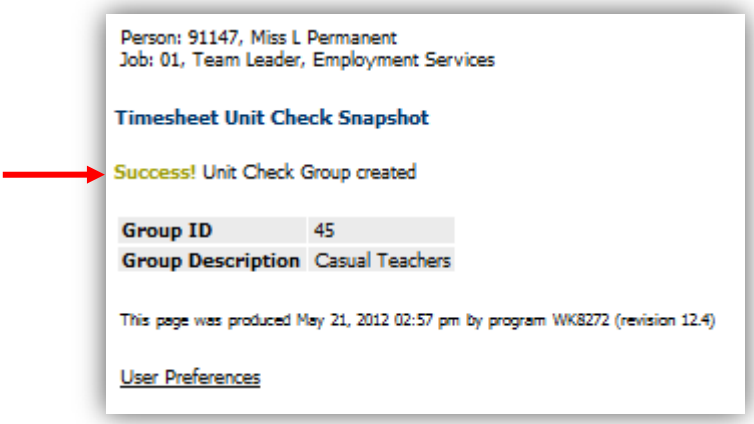
Step 7 Type in a Group Description and Group Selection Type, then select Next.



Step 8 Select which employees to EXCLUDE from the Group. If a Manager only wants to create a group to monitor *only* Casual Teachers, the check boxes for ***all other employees*** should be ticked. The Position Title is listed to help with this process.


Person: 91147, Miss L Permanent
Job: 01, Team Leader, Employment Services
Timesheet Unit Check Snapshot
New Unit Check Group: 44 Casual Teachers
Choose employees to Exclude from the group by checking the box in the exclude column.
Person Id | Job No | Name | Position No | Position title | Clevel Description | Exclude
91148 | 03 | Mr J Concept | 6000010091 | Casual HR Admin Officer | Human Resources Management
91149 | 01 | Mr T Part Time | 6000010093 | HR Officer | Human Resources Management
91151 | 02 | Mr J Casual | 6000010091 | Casual HR Admin Officer | Human Resources Management
91153 | 01 | Mr C Teacher | 6000007598 | Casual Teaching | Human Resources Management
91153 | 02 | Mr C Teacher | 6000007598 | Casual Teaching | Human Resources Management
91153 | 03 | Mr C Teacher | 6000007598 | Casual Teaching | Human Resources Management
Vacant | -- | | 0560278049 | HR Officer | Human Resources Management
Back
Next
Cancel
Exclude all

Step 9 Selecting Next will give a short list of employees in the group and will give the Manager an opportunity to review the group selection. Selecting Finish will give a Success message and the group created.


Person: 91147, Miss L Permanent
Job: 01, Team Leader, Employment Services
Timesheet Unit Check Snapshot
Success! Unit Check Group created
Group ID 45
Group Description Casual Teachers
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User Preferences

Step 10 Repeat this process to create other specific groups if required.

Step 11 Logout of My HR Online

Modifying or Deleting Team Unit Check Groups

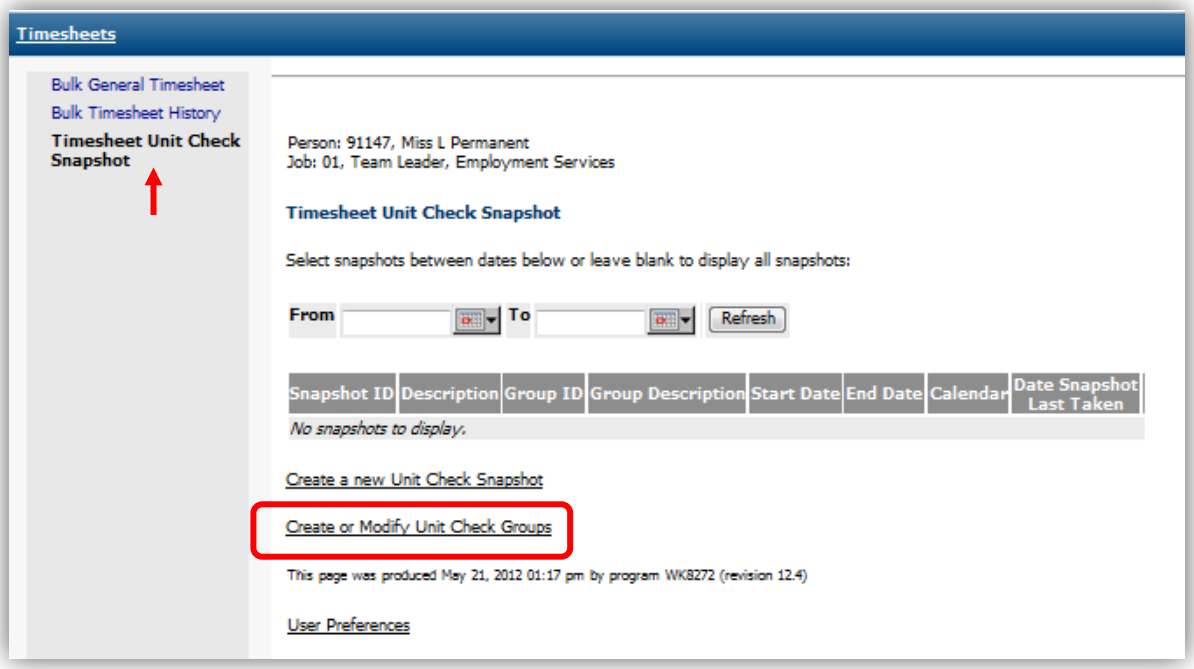
This function allows a new Team Member to be added to or deleted from an existing group. There is also an option to delete the group and set up a new group with different parameters or completely different personnel.

Step 1 Log on to My HR Online

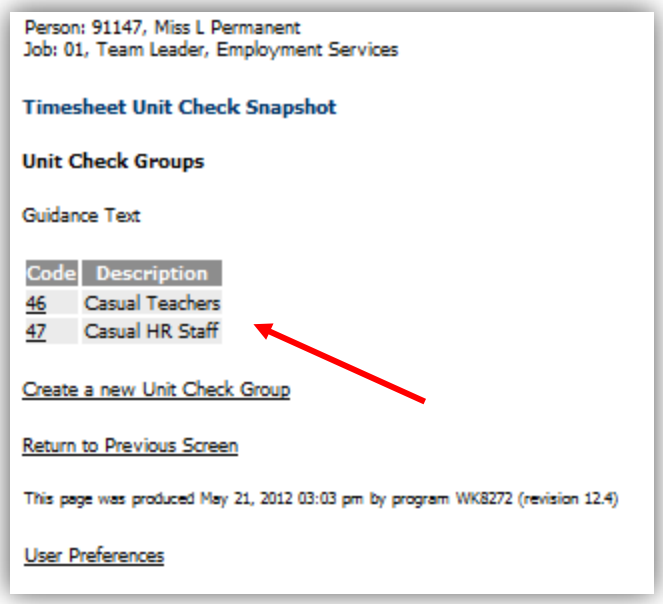
Step 2 Select My Administration Tab

Step 3 Select Timesheets

Step 4 Select Timesheet Unit Check Snapshot

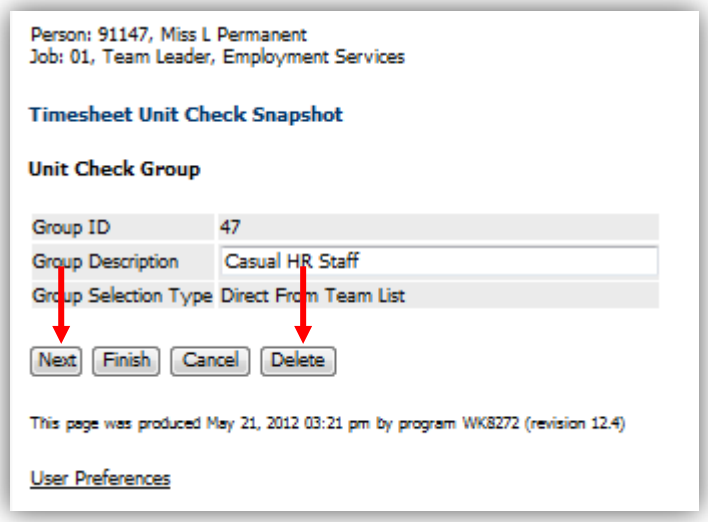


Step 5 To modify or delete a Unit, select the highlighted option above.



Step 6 Select the group by clicking on the group Code

Step 7 To Modify the selected group, select Next which will allow modification to the employees that are excluded or not excluded from the group. To Delete the selected group, click the Delete button highlighted. This will ask for confirmation of the Deletion process. Selecting OK will delete the selected group and will no longer appear as a Unit. It will also erase the Unit Snapshot History.


Person: 91147, Miss L Permanent
Job: 01, Team Leader, Employment Services
Timesheet Unit Check Snapshot
Unit Check Group
Group ID 47
Group Description Casual HR Staff
Group Selection Type Direct From Team List
Next
Finish
Cancel
Delete
This page was produced May 21, 2012 03:21 pm by program WK8272 (revision 12.4)
User Preferences

Step 8 Logout of My HR Online

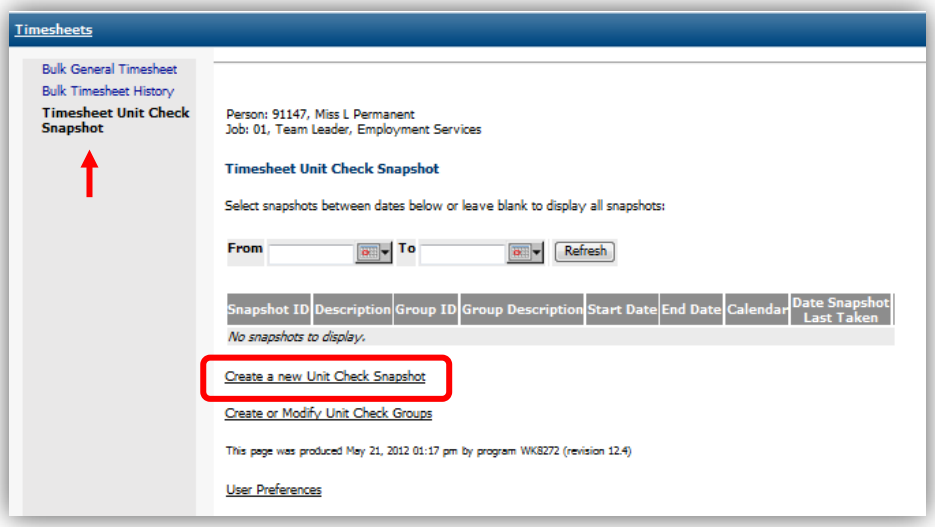
Creating a New Unit Check Snapshot

Step 1 Log on to My HR Online

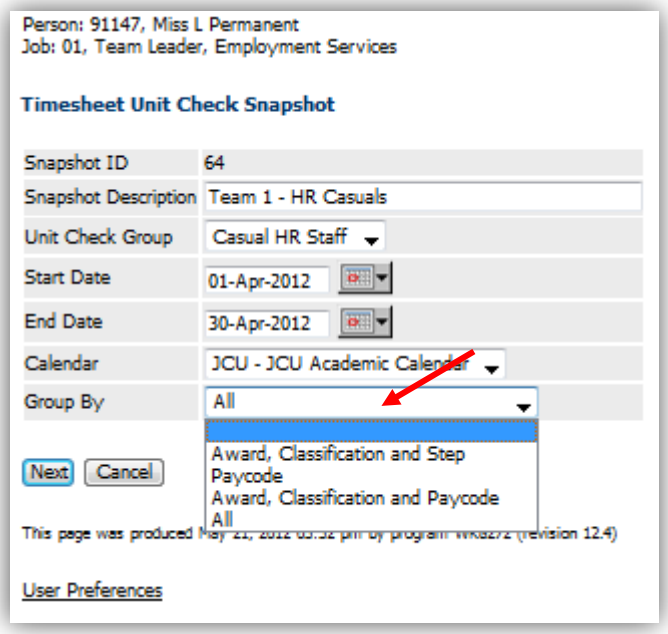
Step 2 Select My Administration Tab

Step 3 Select Timesheets

Step 4 Select Timesheet Unit Check Snapshot

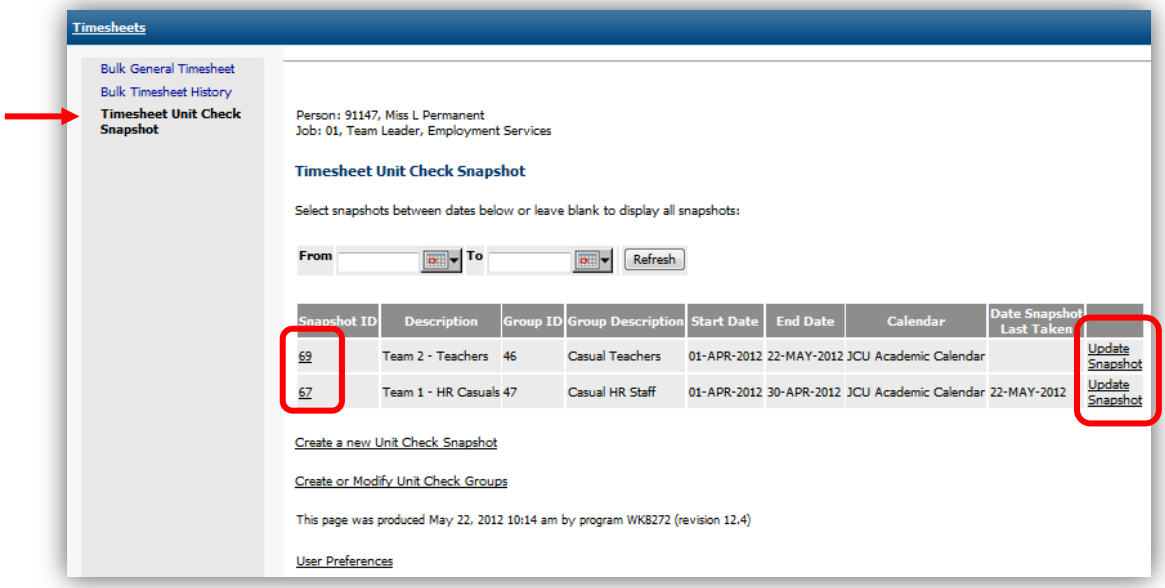


Step 5 Once the Units have been created, a Unit Check Snapshot can be created to track hours worked for Team Members on contracts.



Step 6 All the above sections are required. There are several different options to group according to different criteria. Select which is required for the department and select Next. If grouping by any of the listed criteria, the next page shown will allow the specification of grouping order, again select Finish once the order is set.

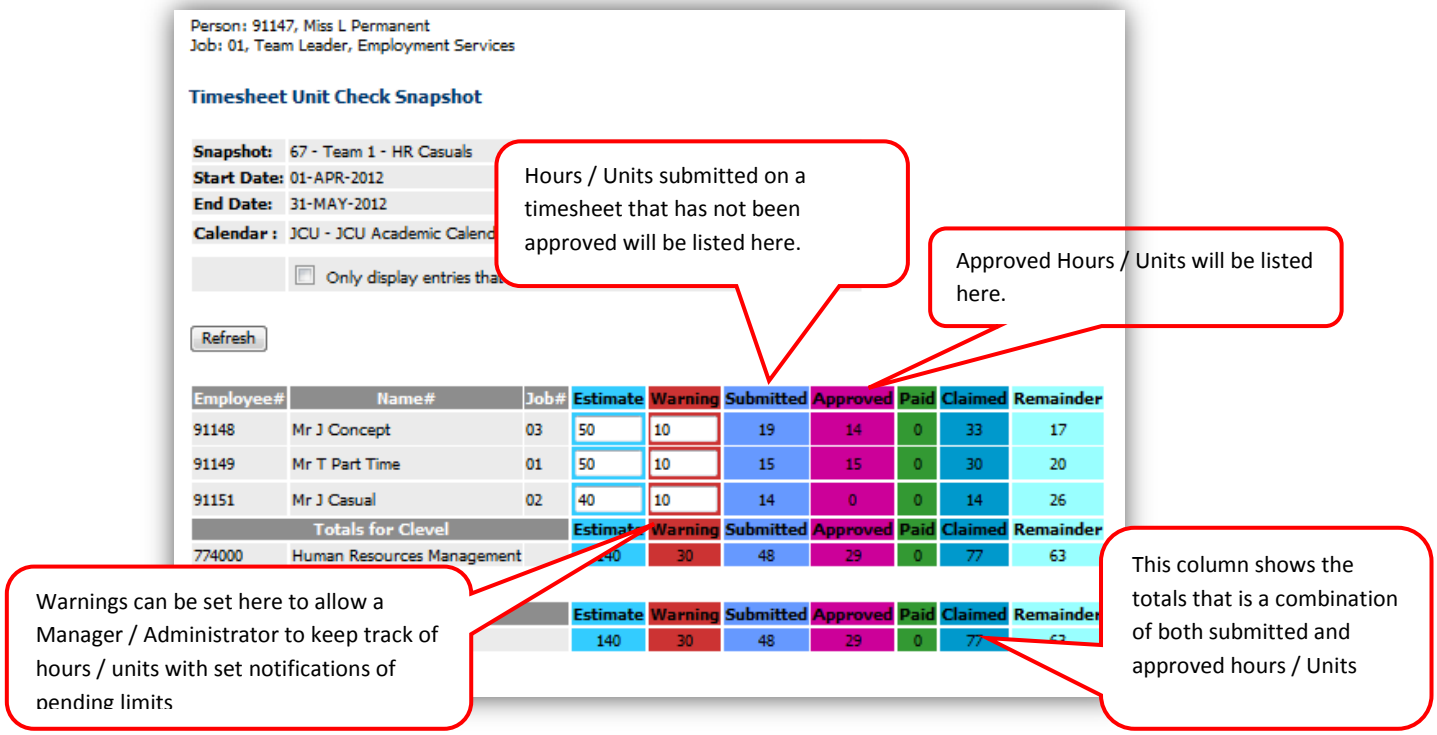
Step 7 Once the snapshot has been successfully created; navigate back to the front screen by clicking Timesheet Unit Check Snapshot on the left hand side of the screen. This will give a list of the snapshots taken for the specified Units.



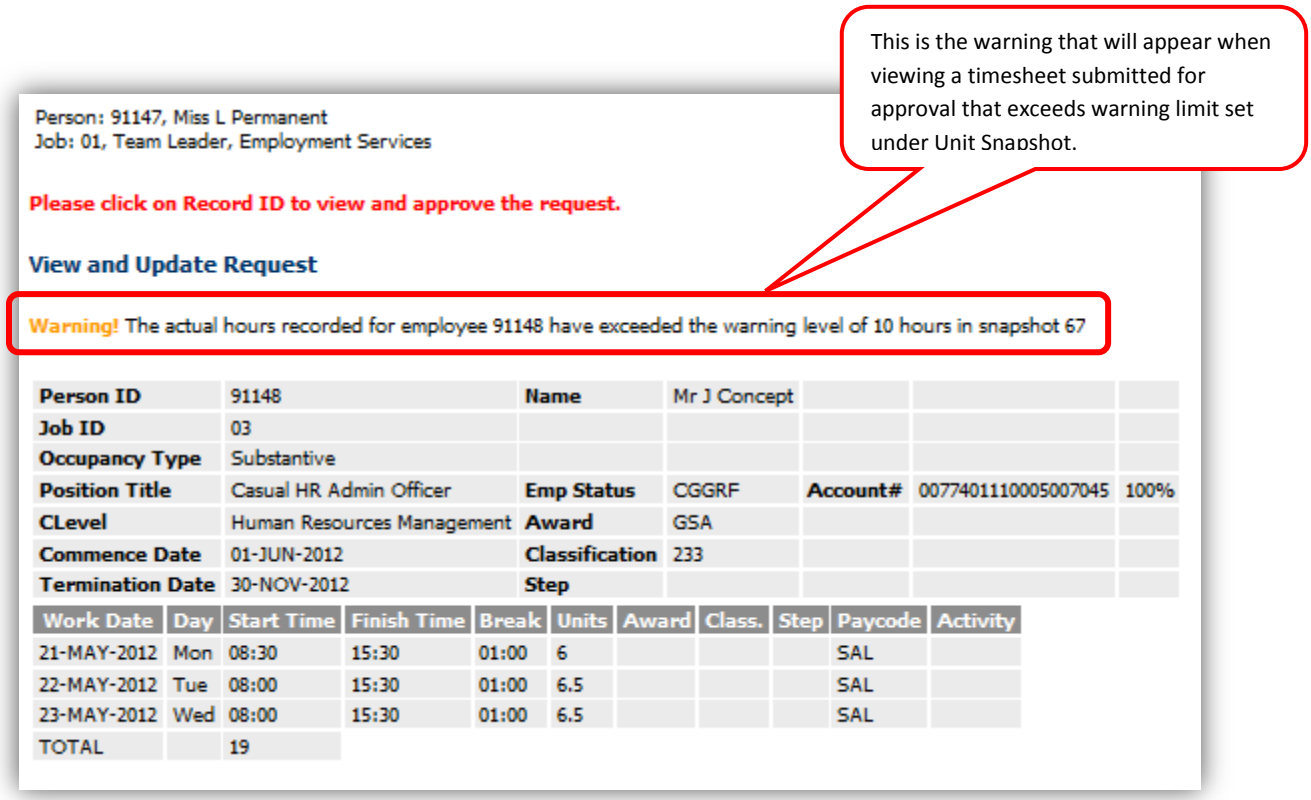
Step 8 Selecting Snapshot ID will allow editing of the fields that comprise the Snapshot report for the Unit selected.

Selecting Update Snapshot will allow you to view the snapshot report that is presented like below. Notifications can be set up in this screen to allow Managers / administrators to keep a track of hours / units worked by team members on Hour based contracts.

Note : To utilise the warning to track employee hours, the estimated number of hours on an Employee's contract need to be added into the space provided as well as the level which a warning will notify both the Employee (when submitting a timesheet for approval) and the Approver (when viewing a timesheet submitted for approval).



Note : This warning message will appear on the screen when viewing a timesheet for approval if it has exceeded the limit Warning hours set in the Unit Check Snapshot


This is the warning that will appear when viewing a timesheet submitted for approval that exceeds warning limit set under Unit Snapshot.
Person: 91147, Miss L Permanent
Job: 01, Team Leader, Employment Services
Please click on Record ID to view and approve the request.
View and Update Request
Warning! The actual hours recorded for employee 91148 have exceeded the warning level of 10 hours in snapshot 67
Person ID 91148 Name Mr J Concept
Job ID 03
Occupancy Type Substantive
Position Title Casual HR Admin Officer Emp Status CGGRF Account# 0077401110005007045 100%
CLevel Human Resources Management Award GSA
Commence Date 01-JUN-2012 Classification 233
Termination Date 30-NOV-2012 Step
Work Date Day Start Time Finish Time Break Units Award Class. Step Paycode Activity
21-MAY-2012 Mon 08:30 15:30 01:00 6 SAL
22-MAY-2012 Tue 08:00 15:30 01:00 6.5 SAL
23-MAY-2012 Wed 08:00 15:30 01:00 6.5 SAL
TOTAL 19

Step 9 Logout of My HR Online

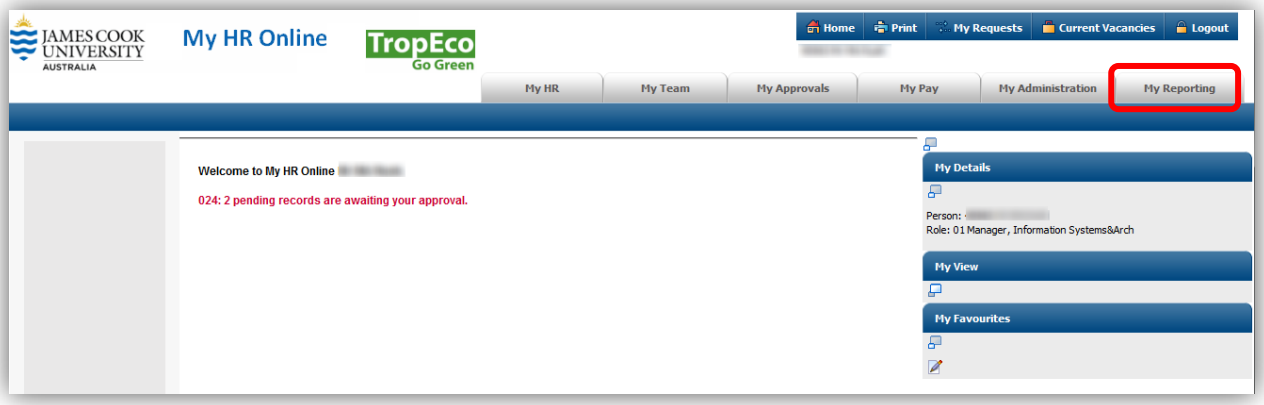
My Reporting Tab

Managers have access to the Manager Reporting package via the My Reporting tab. A selected suite of reports have been added to My HR Online to assist managers with some day to day activities.

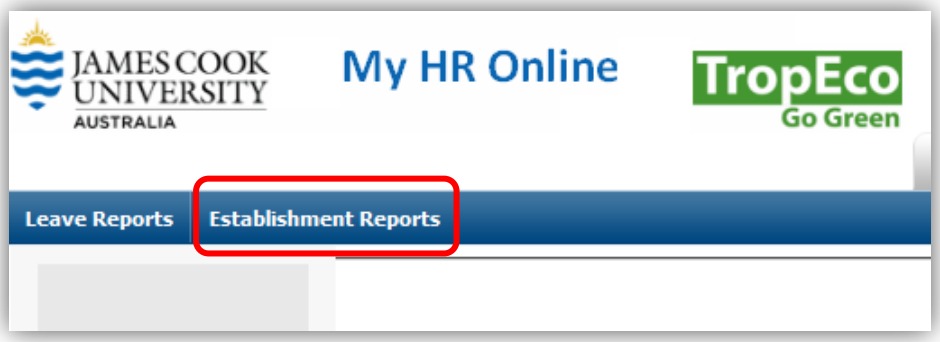
Running a Report

Step 1 Log on to My HR Online

Step 2 Select the My Reporting Tab

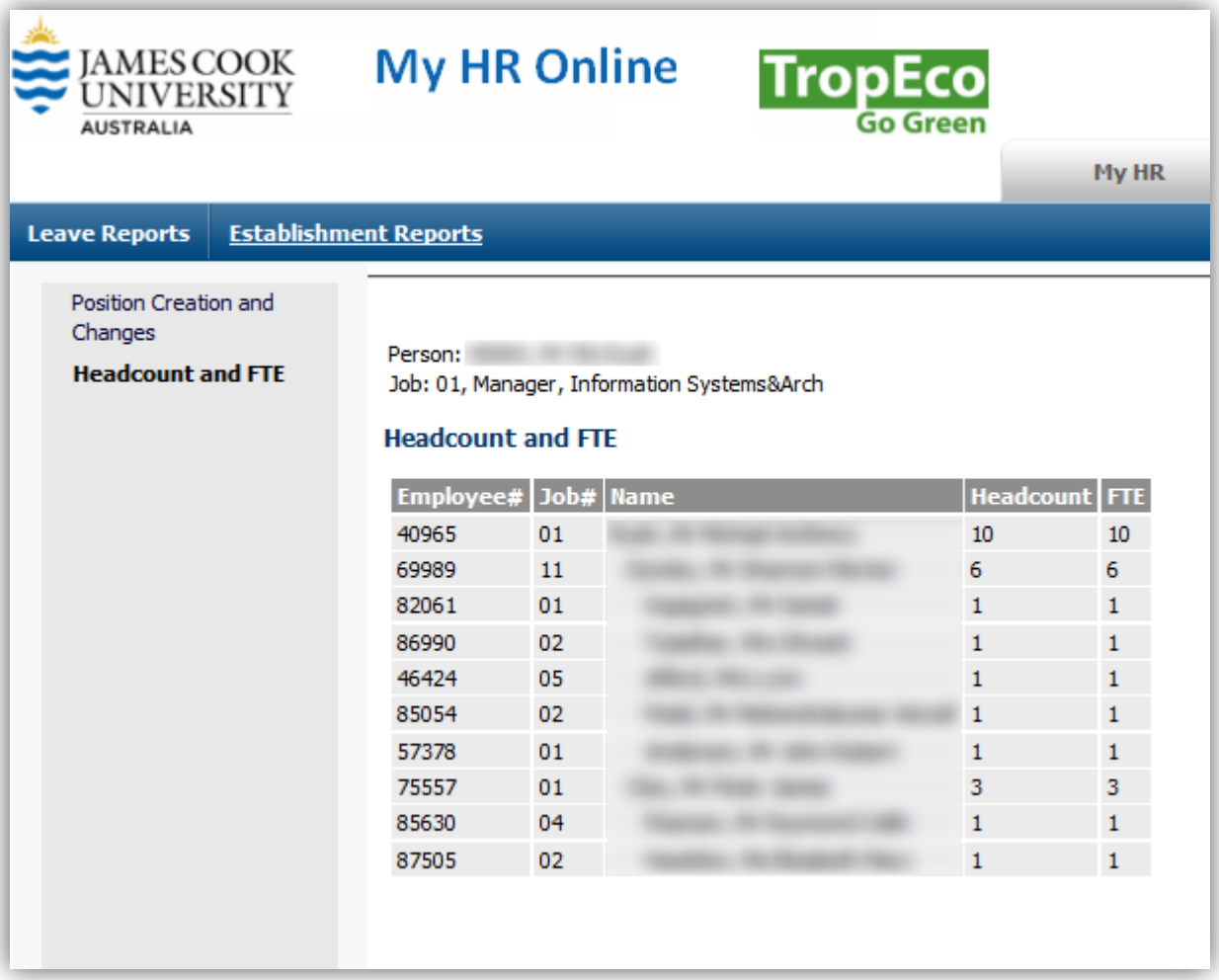


Step 3 The reports are broken up into categories, select one to display the reports in that category



Step 4 Click a report from the list of reports on the left hand menu to run it, note that some reports will require you to input parameters before the results are displayed.

Step 5 Wait a few seconds for the results to be displayed; re-clicking the report will cause it to restart



Additional Resources

The HRMIS Project website has many useful resources, including User Guides and FAQs:
HRMIS Website

Got a problem with My HR Online?

- Can't logon?
- No Team?
- Need to arrange a manual Approval Delegation?

For help - log a job with Info Help and copy the HRMIS Services Team into the request.
Need Help?